September 2 - 4, 2015

Taipei World Trade Center (TWTC)
Nangang Exhibition Hall

Welcome to SEMICON® Taiwan 2015!

The information contained in this Exhibitor Services Manual will provide you with everything for a successful exhibition. Please ensure that all the necessary actions are taken and service forms are returned as required by their respective deadlines. Applications after the stipulated deadlines should submit all forms immediately.

We hope that you will find this Exhibitor Services Manual easy to use and informative enough to prepare you for the upcoming exhibition. Should you have any questions regarding the contents of this manual or regarding the exhibition, please feel free to contact us at any time; our staff will be more than happy to assist you.

Show Name	:	SEMICON® Taiwan 2015
Show Date	:	September 2 – 4, 2015
Show Time	:	September 2 – 3 10:00~17:00 September 4 10:00~16:00
Show Venue	:	Taipei World Trade Center (TWTC) Nangang Exhibition Hall No.1, Jingmao 2nd Rd., Nangang District, Taipei City 115-68, Taiwan Tel: 886.2.2725.5200 Fax: 886.2.2788.8353 **Note: This is NOT a shipping address.**
Organizer	:	SEMI
Co-Organizer	:	Taiwan External Trade Development Council (TAITRA) Taiwan Semiconductor Industry Association (TSIA)

Here are some tips to best maximize the value of your Exhibitor Services Manual:

1. **Read the Manual**
   Although not page will apply to your exhibit, however, it is useful to be familiar with each section of the Manual. You can download specific sections through our categorized website.

2. **Follow Deadlines**
   To save valuable time and money, a Chronological Check List is provided to stipulate relevant submission deadlines for all exhibitors, it can be found in SECTION 1.

3. **Forms**
   A copy of the original forms is recommended to keep for reference after submission via fax. Exhibitors apply after deadline should submit all forms immediately.

4. **Set-Up & Tear-Down**
   Set-Up & Tear-Down times and dates are stated on the Timetable of Operation in SECTION 1 for your reference.

5. **Important Notices for 2015**
   We recommend that you read the Important Notices in SECTION 2, which will include relevant regulations of Set-Up & Tear-Down

6. **The exhibition hall will be available for set-up as listed in** Timetable of Operation in SECTION 1.

If you have any further questions or require special assistance, please do not hesitate to contact us. You will find key contact list in SECTION 1. Thank you again for your participation in SEMICON® Taiwan 2015.

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1. Timetable of Operations

SCHEDULE	DATE	TIME
Set-up Days		
General Exhibitor Move-in	1F(J,K area)	
	Sunday, August 30, 2015 Monday, August 31, 2015 Tuesday, September 1, 2015 Wednesday, September 2, 2015	12:00 – 18:00 08:00 – 18:00 06:00 – 18:00 08:00 – 10:00
	4F(L,M,N area)	
	Monday, August 31, 2015 Tuesday, September 1, 2015 Wednesday, September 2, 2015	07:00 – 20:00 05:00 – 20:00 08:00 – 10:00
Exhibitor Registration Begins (Badges ONLY can collected onsite)	Sunday, August 30, 2015 Monday, August 31, 2015 Tuesday, September 1, 2015 Wednesday, September 2, 2015 Thursday, September 3, 2015 Friday, September 4, 2015	12:00 - 17:00 08:00 - 17:00 08:00 - 17:00 08:00 - 17:00 09:00 - 17:00 09:00 - 15:00
Completion of All Decorated Booths	1F(J,K area)	
	Sunday, August 30, 2015	18:00
	4F(L,M,N area)	
	Monday, August 31, 2015	20:00
Electrical Supply & Compressed Air Supply to Booths (Subject to Hall Owner's Approval)	1F(J,K area)	
	Monday, August 31, 2015	Starting from 12:00
	4F(L,M,N area)	
	Tuesday, September 1, 2015	Starting from 08:00
All crates removal	Tuesday, September 1, 2015	Before 14:00
Completion of All Booth Structures	Tuesday, September 1, 2015	Before 17:00
Exhibition Days		
For Trade and Professional Visitors Only	Wednesday, September 2, 2015 Thursday, September 3, 2015 Friday, September 4, 2015	10:00 – 17:00 10:00 – 17:00 10:00 – 16:00
Tear-down Days		
General Tear-down Hours	1F(J,K area)	
	Friday, September 4, 2015 Saturday, September 5, 2015	16:00 – 18:00 06:00 – 16:00
	4F(L,M,N area)	
	Friday, September 4, 2015 Saturday, September 5, 2015	16:00 – 21:00 06:00 – 16:00
\Packing and Turn off the Power of Equipment	Friday, September 4, 2015	Starting from 16:00
Electricity, Water and Air Will be Switched off	Friday, September 4, 2015	16:30
Dismantle the Decorated Booths Begins	Friday, September 4, 2015	Starting from 16:30
All Exhibitors Must Leave the Hall	Saturday, September 5, 2015	Before 16:00

Crate Removal Deadline:

All freights must be delivered, uncrated, and marked "EMPTY" for storage before **14:00 on 1st September.** All setups must be completed before **17:00 on 1st September** for the official carpet contractor to install aisle carpet. Should crates arrive but was unable to complete setup by **17:00 on 1st September**, the organizer reserves the right to install / remove accordingly without prior notice and at the exhibitors' expense.

Any unmarked freights by means of "EMPTY" by **14:00 on 1st September** will be removed from site regardless of contents. A return fee will be charged should the freights / crates are required again for tear-down; this may also result in delaying of tear-down time. SEMI and/or TRIUMPH TRANS-LINK LOGISTICS CO., LTD will not be responsible for any lost freights/crates that have not been clearly marked.

2. Chronological Check List

DEADLINE	DESCRIPTION OF SERVICE	RETURN TO	FORM
Fri., July 10, 2015	Pocket Guide Advertising	SEMI Taiwan	Online
Fri., July 17, 2015	Web Advertising – www.semi.org	SEMI Taiwan	Online
	Event Marketing Opportunities	SEMI Taiwan	Online
	Innovative Technology Center	SEMI Taiwan	Online
Fri., July 24, 2015	Exhibitor On-line Directory	SEMI Taiwan	Online
	Exhibitor Appointed Contractor (EAC), Booth Construction Assurance and Booth Design Drawing (For raw space exhibitor)	SEMI Taiwan	8
	Application for Usage of the Promotional Balloon	SEMI Taiwan	9
	Booth Application and Booth Construction Assurance-Two Story Booth	SEMI Taiwan	10
	Architect Confirmation of Two-Story Booth Design	SEMI Taiwan	11
	Booth Application and Booth Construction Assurance- Booth Structure Exceeding 4 Meters	SEMI Taiwan	12
	Architect Confirmation of Booth Structure Exceeding 4 Meters	SEMI Taiwan	13
Wed., Aug. 5, 2015	Fascia Name – Decorated Space	PICO	1
	Furniture Rental	PICO	2
	Electrical / Water and Drainage / Compressed Air Service Rental	PICO	3
	Telephone / Internet Rental	PICO	4
	Audio/Visual Equipment computer Rental	PICO	5
Fri., Aug. 7, 2015	Freight Instructions – Triumph Trans-Link	Triumph Trans-Link	6A
	Freight Instruction – TWI (US)	TWI (US)	6B
	Hotel Reservation Form	Listed Hotels	7
	Visitor Badge Request	SEMI Taiwan	Online
Fri., Aug. 14, 2015	Exhibitor Badge Request	SEMI Taiwan	Online
Wed., Aug. 19, 2015	Lead Retrieval Scanner Rental	LEADEXPO	14
Mon., Aug. 21, 2015	Temporary Staff Request Form	LEADEXPO	15
Tue., Sep. 01, 2015	Press Kits	SEMI Taiwan	-
Fri., Sep. 04, 2015	Merchandise/Equipment Pass	SEMI Taiwan	16

Exhibitors are requested to *RETURN ALL FORMS* to the relevant addressees by the deadlines indicated in each Form, *WHETHER OR NOT THE SERVICE IS REQUIRED.* If a service is not required, kindly write *"Not Applicable"* on the Form and fill in your Company's name (or Company's stamp) and booth number.

Exhibitors who sign up after the stipulated deadlines are requested to *SUBMIT ALL FORMS IMMEDIATELY.*

To expedite matters, please send all necessary payments, samples, plans and relevant materials. PLEASE NOTE THAT ORDERS ARE NOT VALID UNTIL PAYMENT IS MADE. IF PAYMENT IS DRAWN IN A FOREIGN CURRENCY, PLEASE INCLUDE THE BANK COMMISSION. For your easy reference, the bank account details for the SEMI and the official Contractors are listed below.

1. **PICO International Taiwan Ltd.**

US DOLLARS ONLY
HSBC BANK (TAIWAN) LIMITED –
TAIPEI BRANCH
13F, 333, Keelung Road, Sec.1
Taipei 110-12, Taiwan
Account No.：00-10363-59061
Swift Code：HSBCTWTP
Payable to：PICO International Taiwan Ltd.

NT DOLLARS ONLY
The Shanghai Commercial & Savings Bank, Ltd. –
Savings Department
149, Min Sheng East Road, Sec. 2
Taipei 104-83, Taiwan
Account No.：03-10200-0627528
Swift Code：SCSBTWTP003
Payable to：PICO International Taiwan Ltd.

2. **Triumph Trans-Link Logistics Co., Ltd.**

US DOLLARS ONLY
China Trust Commercial Bank – Jhongshan Branch
106-2, Jhongshan North Road, Sec. 2,
Taipei 104-49, Taiwan
Account No.: 141-13-81389-07
Beneficiary : Triumph Trans-Link Logistics Co., Ltd.

NT DOLLARS ONLY
China Trust Commercial Bank – Jhongshan Branch
106-2, Jhongshan North Road, Sec. 2,
Taipei 104-49, Taiwan
Account No.: 141-11 -81389-01
Beneficiary : Triumph Trans-Link Logistics Co., Ltd.

3. **SEMI**

US DOLLARS ONLY
Wells Fargo Bank
420 Montgomery Street
San Francisco, CA 94104 USA
ABA No.: 121000248
Account No. : 4277-159497
Swift Code : WFBIUS6S
Beneficiary : SEMI

NT DOLLARS ONLY
Taiwan Cooperative Bank H. S. I. P. Branch 1,
Technology Road, Science-Based Industrial Park
Hsinchu 300-78, Taiwan
Account No. : 5643-717-201996
Swift Code : TACBTWTP564
Beneficiary : SEMI Taiwan

NOTE: The return addresses of the above companies are shown at the top portion of each order form.

3. Important Contacts

Show Management

SEMI Taiwan
11F-2, No.1, Taiyuan 1st Street.,
Zhubei, Hsinchu 30265, Taiwan
Fax: 886.3.560.1555
Tel: 886.3.560.1777

Show Management
Ms. Jo-ann Su
Tel: 886.3.560.1777 ×202
Email: jsu@semi.org

Exhibitor Services
Ms. Maggie Lee
Tel: 886.3.560.1777 × 305
Email:mlee@semi.org

Marketing / Media
Ms. Joy Hsu
Tel: 886.3.560.1777 ×207
Email: jhsu@semi.org

Promotional Opportunities / Sponsorship
Ms. Ana Li
Tel: 886.3.560.1777×101
Email: ali@semi.org

Service Suppliers

Registration (Visitor & Exhibitor) / Lead Retrieval scanner rental
LEADEXPO Solution Inc.
Rm 2B20, No. 5, Hsin-yi Rd., Sec. 5,
Taipei 110-11 Taiwan
Contact: Ms. Doris Chiu
Tel: 886.2.2729.9271
Fax: 886.2.2720.9735
Email: sales@leadexpo.com

Hotel Accommodations
Please refer to section 6 Form 7 or link to http://www.semicontaiwan.org/zh/HotelTravel/HotelsRoomReservations

Cleaning
Cheng Nien Cleaning Co., Ltd.
1F, No. 43, Lane 66, Kuang Fu South Road,
Taipei 105, Taiwan
Contact: Ms. Yeh
Tel: 886.2.2725.5200 3451
Fax: 886.2. 2577.5182
Email: service@bestcnc.com.tw
Mobile: 886.936.628.321

Facility
Taipei World Trade Center Nangang Exhibition Hall
No.1, Jingmao 2nd Rd., Nangang District, Taipei City 115-68, Taiwan
Tel: 886.2.2725.5200
Fax: 886.2.2788.8353
Refer to SECTION 1 for the shipping addresses and information. The following facility address is for directional purpose only; please do NOT ship material to the address below.

Official Decorator / Furniture Rental
PICO International Taiwan Ltd.
3F, No. 343, Nanking East Road, Sec. 5
Taipei 105-69, Taiwan
Fax: 886.2.2766.6900 / 886.2.2753.3613
Mr. Perry Hsu
Tel: 886.2.2753.5990 ext. 125
E-mail: perry.hsu@tw.pico.com

Official Public Area Decoration
HWALIN DESIGN CO., LTD
3F, No. 303, Sec.4, Hsin-Yi Rd.
Taipei 106, Taiwan
Ms. Anita Chung
Tel:+886-2-2706-2448 ext.610
Fax:+886-2-2709-1495
Email: anita@hwalin.com.tw

Temporary Staff / Translator

LEADEXPO Solution Inc.
Rm 2B20, No. 5, Hsin-yi Rd., Sec. 5,
Taipei 110-11 Taiwan
Contact: Ms. Marie Liu
Tel: 886.2.2729.9271
Fax: 886.2.2720.9735
Email: Marie@leadexpo.com

Shipping

International and on-site hander:

Triumph Trans-Link Logistics Co., Ltd.
Room 5-2, 5th Floor 99 Chung Shan N Road, Sec. 2
Taipei 104-48, Taiwan
Contact: Ms. Frances Lin
Tel: 886.2.2581.1133 ×101
Fax: 886.2581.9635
Email: frances@trans-link.com.tw

USA Forwarder
TWI Global Exhibition Logistics
2725 East Desert Inn, #230
Las Vegas, NV 89121
Contact: Ms. Elias Guerra
Tel: 1.702.691.9000
Fax: 1.702.691.9045
Email: eguerra@twiglobal.com

230-59 Int'l Airport Center Blvd.
Suite 250, Jamaica, New York 11413
Freight Deliveries- Dock Door 29
Contact: Mr. Drew Camier
Tel: 1.718.995.0500
Fax: 1.718.995.0558
Email：dcamier@twiglobal.com

4. Frequently Asked Questions A ~ Z

This alphabetized listing will act as an easy reference to the most common issues regarding SEMICON® Taiwan. More detailed information for each heading may be found in the appropriate section of the Exhibitor Service Manual. SEMI will email Exhibitor News Letter accordingly to bring you up to speed with the relevant information, should you have any questions please feel free to contact us. Thank you!

A After Hours Pass (Extended Working Hours)

Exhibitors needing to stay after posted hours to work within their booth on equipment and/or their display will need to obtain an "After Hour Pass". These pass are available to apply at the organizer's office onsite at a rate of NT$53,000/hour.

Airport Services

Public transportation is available from the Taiwan Taoyuan International Airport to Nangang Exhibition Hall. Buses are provided by Kuo-Kuang Motor Transport, and leave every 20–30 minutes serving city center destinations (journey time approx. 50 minutes) and Taipei Rail Station. Taxi are available from the arrivals hall 24 hours a day, costing around NT$1,500 to Taipei. For details, please visit www.semicontaiwan.org

Alcohol

Alcohols are prohibited in the facility during the set-up and dismantle period for safety and insurance reasons.

B Badges (Exhibitor Badge)

To save on valuable time, it is recommended to pre-register your exhibitor badges. Preregistration will end on 14th August, after which the badges will be available for onsite registration. Exhibitor Badges will be available for collection from 12:00 on 30st August.

*Exhibitor badges will not be mailed in advance; it is available for onsite collection only.

C Catering

There are many restaurants on 1F and 3F in Nangang Exhibition Hall. In addition, full-service restaurants are nearby Nangang Exhibition Hall.

Children

On show days only, persons between the ages of 12-16 years are allowed on the show floor as long as an adult accompanies them. During the set-up and dismantle period, no one under 16 is allowed. Due to safety and insurance reasons no one under the age of 12 and under 110cm height will be admitted to the show floor at any time.

Cleaning

The organizer will ensure general cleanness of public areas of the exhibition hall are kept, including aisles and carpet and general garbage disposal but not includes cleaning of the exhibits and displays...

Exhibitors who wish to have additional cleaning services may do so through the official contractor - Cheng Nien Cleaning Ltd. (see SECTION 1 "Important Contacts")

Co-Exhibitors

Co-exhibitors are companies that are displaying within a primary exhibitor’s booth. All co-exhibitors must submit a co-exhibitor Submission Form in order to be recognized as an official co-exhibitor at SEMICON® Taiwan. Further information; please contact Ms. Maggie Lee at Email: mlee@semi.org

D Decorated / Raw Space

Exhibitors have the choice of selecting rather raw exhibit space, in order to build their own custom exhibit, or a decorated exhibit booth that will be built by the official show decorator: PICO International Taiwan Ltd. Please refer to SECTION 3 “Decorating & Rental” and SECTION 6 Form1 & 2.

Decorator / Official Contractor

PICO International Taiwan Ltd. has been appointed the exclusive decorator and service contractor for SEMICON® Taiwan 2015. Please refer to SECTION 3 for more information.

E Early Hall Access

On the first day of the show, exhibitors are permitted to enter the Exhibition Hall two hours before opening (08:00AM), one hour before on the 2nd and 3rd day (09:00 AM); and remain for half hour after closing to service their booths. For security reasons, exhibitors intending to start earlier or stay later must obtain prior permission from SEMI.

Exclusive Services Contractor

Exhibitors must use PICO International Taiwan Ltd. for the following utility services: Electrical, Water and Drainage. Please refer to SECTION 6 Form3.

Exhibitor Services

PICO International Taiwan Ltd., Triumph Trans-Link Logistics Co., Ltd. and TWI are the official contractors of this exhibition; onsite service counters will be available for assistance.

Export Licenses

Certain local government trade regulations may dictate that equipment meet export license guidelines in order to be shipped overseas. Exhibitors who are not familiar with their local export license requirements should contact their Department of Commerce or their freight forwarder. In the U.S., exhibitors should contact the U.S. Department of Commerce in Washington D.C. at 1.202.482.2000. Additional information relating to this can be found in the TWI shipping instructions in SECTION 4, “Freight Handling”.

F First Aid / Emergency

If an emergency occurs, please inform Show Management and Security immediately. First Aid Station is located at room 158 on 1F and room 452 on 4F in Nangang Exhibition Hall.

Floor Ports

Water and compressed air are accessible within the building. Please contact PICO International Taiwan Ltd. for more information, or refer to SECTION 6 Form3.

Freight Handling / Shipping

Exhibitors may use any forwarder of their choice. SEMI recommends the following freight forwarding agents:

Taiwan: Triumph Trans-Link Logistics Co., Ltd.

USA: TWI Global Exhibition Logistics

Triumph Trans-Link Logistics Co., Ltd. has been appointed as the **EXCLUSIVE** official on-site handling agent for SEMICON® Taiwan 2015. Triumph Trans-Link Logistics Co., Ltd. will be in charge of all on-site drayage once freight has arrived at TWTC. Triumph Trans-Link Logistics Co., Ltd. is the ONLY freight handler allowed to transport freight on the show floor. More information, refer to SECTION 4, “Freight Handling”.

H Hazardous Equipment & Materials

Exhibitors who intend to bring hazardous equipment & material (e.g. flammable gases, explosive materials, high voltage, radioactive materials) are required to safeguard, protect and register all items in accordance with local city regulations.

Hotel Accommodations

SEMI has contracted rates with several hotels for SEMICON® Taiwan 2015. Please refer to FORM 7 of SECTION 6 for the official hotel form.

L Lead Retrieval Devices

Exhibitors can rent a lead retrieval device for capturing contact information of visitors to their booth. Please refer to FORM14 of SECTION 6.

Lost & Found

Please turn in any lost articles to Security or Show Management Office on-site.

M Merchandise / Equipment Pass

Any equipment or merchandise that is removed from the exhibit hall during show hours (not including briefcases or toolboxes) must be accompanied by a Merchandise / Equipment Pass that is presented to the guard when exiting. This is for the protection of all exhibitors. Please refer to FORM16 of SECTION 6.

N Nangang Exhibit Hall Specifications

	1F	4F
Floor Loading(tons / sq. m)	5	2
Floor Finish:	Concrete	Concrete
Electricity Supply	110V, 220V, 380V, 440V / 60 Hz	110V, 220V, 380V, 440V / 60 Hz
Freight Entrance	J area: 11.9 m (W) x 8.5 m (H) K area: 10.1 m (W) x 4 m (H)	L area: 11 m (W) x 4 m (H) M area: 11.9 m (W) x 8.5 m (H) N area: 10.1 m (W) x 4 m (H)
Freight Elevator Interior	3m (W) × 3.3m (H) × 7.8(L)	3m (W) × 3.3m (H) × 7.8(L)
Freight Elevator Door	3m (W) × 3m (H)	3m (W) × 3m (H)
Freight Maximum Weight	6 tons	6 tons

O On-line Exhibitor Directory

Online Exhibitor Directory will be available for browsing from June 2015 till June 2016, contents will include company profile, product description, product images and press releases for visitors' reference. For more information please contact Ms. Wang at staiwan1@semi.org

P Parking

Parking is available in the basement of Nangang Exhibition Hall (620 space) by first-come, first-served basis. More parking spaces are available nearby Nangang Exhibition Hall. Please refer to Section 1.

Penalty for Early Dismantle

Exhibits may not be dismantled nor equipment removed from the booth before the official closing time on **Friday, September 4, 2015**. Exhibitors who dismantle their booth prior to the official closing time will lose priority points and/or may be refused the opportunity to exhibit the following year. Once dismantle begins, (**16:00, Friday September 4, 2015**), removal of exhibit material must be completed by 16:00, Saturday, September 5, 2015.

Dismantle of certain Shell Scheme Package booths will commence immediately upon Exhibition closure. Exhibitors are advised to remove ALL displays from the partitions that they wish to retain. ALL BOOTHS / EXHIBITS MUST BE DISMANTLED AND MATERIALS REMOVED BY THE RESPECTIVE TIMES LISTED IN THE TIMETABLE OF OPERATIONS.

Photography / Video Taping

SEMI does not allow photographing or videotaping of the exhibition, except under the following condition. Press (properly accredited) may photograph or videotape with exhibitor's permission during exhibit hours only. Exhibitors are allowed to photograph their booth **ONLY.** Requests for videotaping must be submitted, in writing, to SEMI Show Management 30 days prior to the first day of set-up. A security guard must be present during the taping and exhibitors can only videotape their own exhibit. Attendees will not be allowed to bring any type of photographic equipment, including videocassette records, on the show floor. SEMI Show Management and the official photographer are exempt from the above rules.

Postal and Banking

Postal office counter are located at the entrance of M area entrance on 4F of Nangang Exhibition Hall. There is also Bank of Taiwan and Esun Bank located in Nangang Software Park that provides banking facilities and money exchange service.

Press Room

A Press Room will be available for Medias to access during the exhibition; it is located on 4th Floor of the Nangang Exhibition Hall. Exhibitors are welcome to place relevant press releases of 15~20 copies on 3rd September at the venue. For more information please contact Ms. Joy Hsu at jhsu@semi.org / Tel: 886.3.560.1777 ×802).

Promotions or Facility Tours

SEMI discourages off-site visits or facility tours that take visitors away from the show site during show hours. No private vehicles or buses will be permitted on the exposition grounds to take visitors to such functions. SEMI requests that large meetings or social events in hotels or other locations be held during non-show hours. Advertisements or invitations to parties, private showing or other events may be distributed or displayed within the confines of the exhibitor's booth ONLY. Any special promotions must be submitted in writing to SEMI Show Management 30 days prior to the show. SEMI Show Management reserves the right to reject, or prohibit any exhibit or special promotion, in whole or in part, of any exhibitor (or representative) based solely on its judgment, discretion, and authority.

Public Address (PA) System

The PA system is for the use of the Organizer and Hall Owner for Official Announcements only. Paging services cannot be provided, nor can exhibitors' announcement be made.

R Receptions in Your Booth

Reception / parties within your booth must be requested in writing and approved by SEMI Show Management prior to the exposition. Please submit your request to Ms. Maggie Lee by email: mlee@semi.org

Registration

LEADEXPO Solution Inc. is appointed to arrange the registration for visitors and exhibitors. Please refer to SECTION 5 for more or see the dates and times exhibitor registration will be open on www.semicontaiwan.org.

Restaurants

A variety of restaurants are within walking distance. Full-service restaurants are on the 1st and 3rd floor of the Nangang exhibition hall.

Rules & Regulations Guidelines

Please read the "Rules & Regulations Guidelines" in SECTION 2. Failure to follow rules and regulations could require modifications to an exhibit on show site at the exhibitor's expense.

S Security

General security services will cover TWTC Nangang Exhibition Hall during set-up, show and dismantle hours. However, exhibitors will be responsible for the security and protection of their displays and personal belongings at all times. SEMI encourages Exhibitors to take the following precautions: 1) equipment. 2) Have at least one representative at your booth to supervise all deliveries, packing / unpacking, installing and dismantling until hand-over to your nominated agent.

NEITHER SEMI, NOR ANY OF THE EXCLUSIVE CONTRACTORS CAN BE HELD LIABLE FOR THEFT, VANDALISM, FIRE, WATER, WIND, AND / OR STORM DAMAGE, EARTHQUAKES, ACTS OF GOD, AGGRESSION, OR WAR, ETC.

SEMI Show Management Office

SEMI Show Management office will be located at the entrance of M area on 4th floor. Personnel can assist you in Chinese and English.

Set-up / Move-in

Exhibitors and Exhibited Appointed Contractors (EAC) will be allowed access to the halls beginning at 12:00 Sunday August 30,2015 for 1F, and 07:00 Monday August 31, 2015 for 4F . Refer to section 1 “TIMETABLE OF OPERATIONS” for access hours. In order for aisle carpet to be laid in the halls, please note all freight must be received on-site by 14:00 on Tuesday September 1, 2015. Exhibitors are requested to work within their booth only from 08:00 to 10:00 Wednesday September 2, 2015.

Shuttle Service

During the show days, Show Management will provide complimentary shuttle service from Hsinchu to TWTC Nangang Exhibition Hall.

Smoking Policy

Smoking inside premises is strictly prohibited by law.

T Taxi

A taxi stand is located on basement floor of Nangang Exhibition Hall during show period. All taxies carry meters and not all drivers can speak English so always have your destination written down in Chinese or show a map guide to the driver to indicate your destination.

Tear-Down / Move-out

Tear-down will begin from 16:30 on 4th September. To ensure the rights and safety of all exhibitors are kept, please follow instructions and directions accordingly by the organizer.

SEMI members who engage in early tear-down will lose priority points. It is important for your onsite staff to adhere to the terms and regulations.

Empty crates will be returned for packing at 1 hour after the closing of the exhibition. Exhibitors who damaged the aisle carpet prior to the allocated time will be liable for damaged made.

Please ensure all necessary arrangements are made with the onsite freight forwarder (Triumph Trans-Link Logistics Co., Ltd) for removal. All materials but be removed before 16:00 on 5th September.

Technical Programs

Various technical programs and events will be held in conjunction with SEMICON® Taiwan 2015. For further information refer to the Visitor Information and Registration Brochure, which you will receive at a later date.

Temporary Help

Temporary help are available for hire through LEADEXPO. Please refer to FORM 15 in SECTION 6.

Truck Permit

Trucks weighing 6.5 tons and above does not require special road passes at the Nangang Exhibition Hall location; trucks are prohibited on Huangdong Blvd. as well as Northern National Highway No. 3.

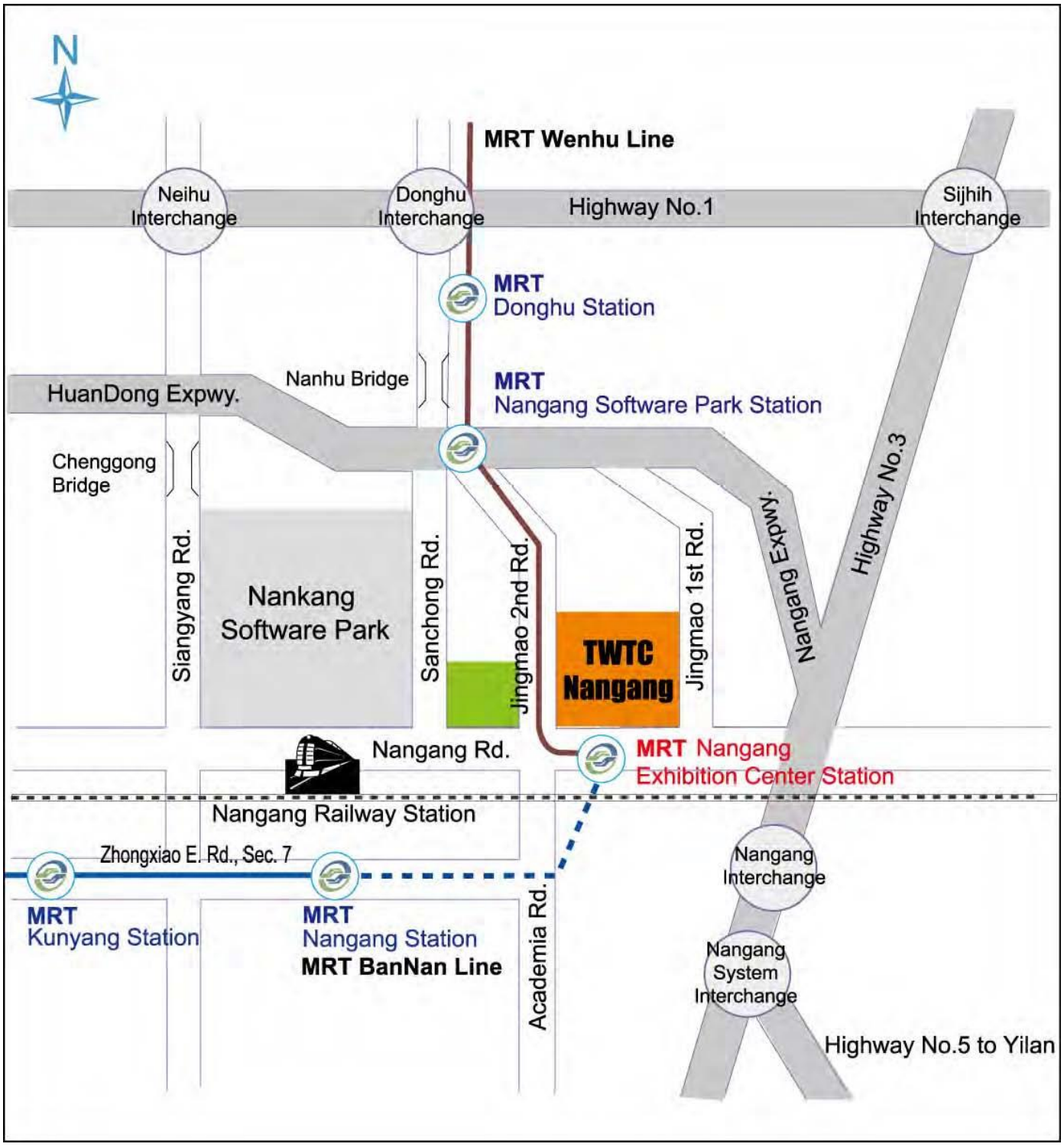
V Visitor Registration

Registration desks will be located on the 4th floor of Nangang Exhibition Hall. On-line registration opens on Wednesday, June 24 at **www.semicontaiwan.org.**

W Water Access

Water is accessible within the building. Please contact PICO International Taiwan Ltd. and refer to FORM3 of SECTION 6 for more information.

5. Location Map



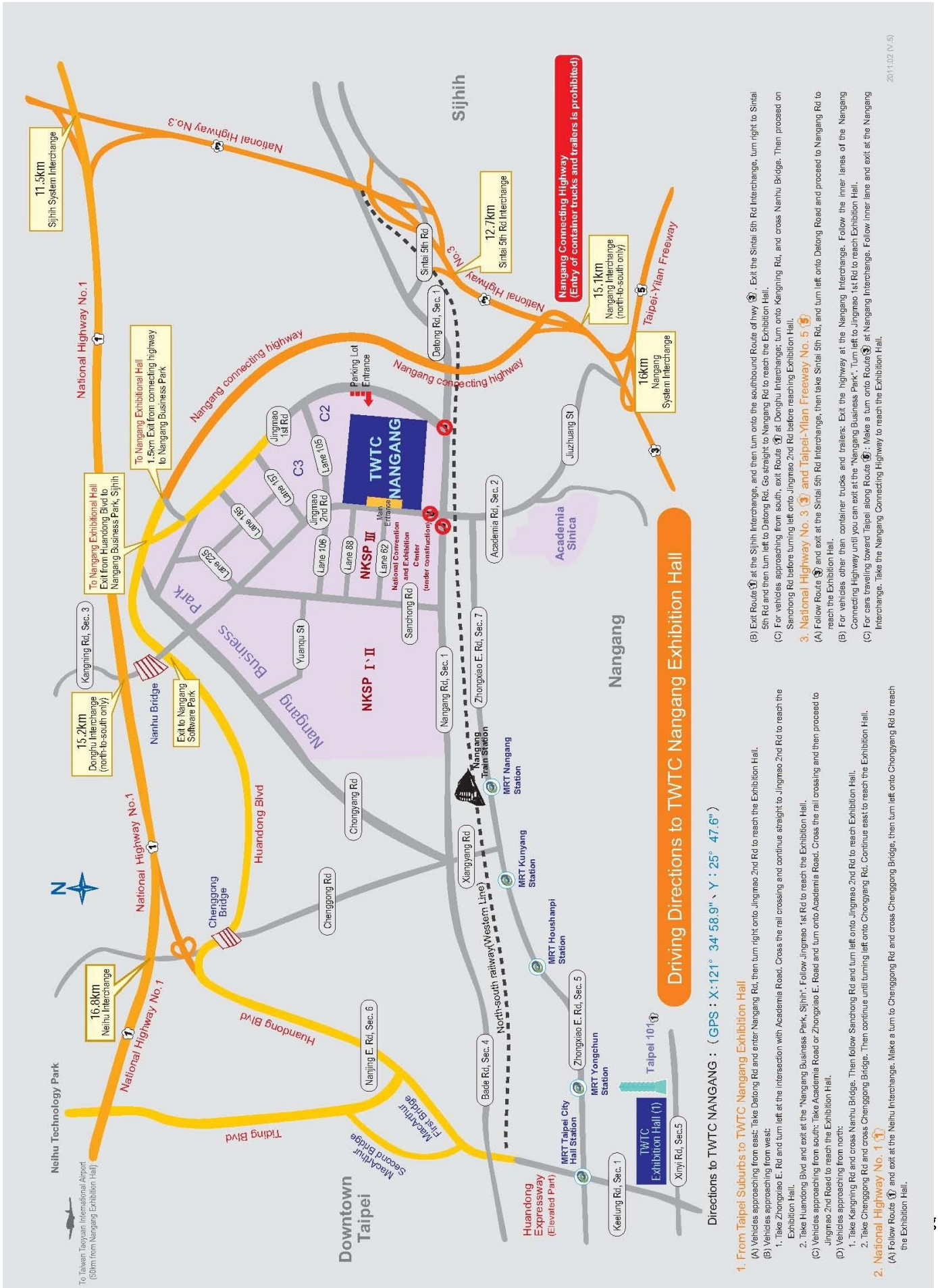
MRT Wenhu Line

MRT BanNan Line

Show Venue: Taipei World Trade Center (TWTC) Nangang Exhibition Hall

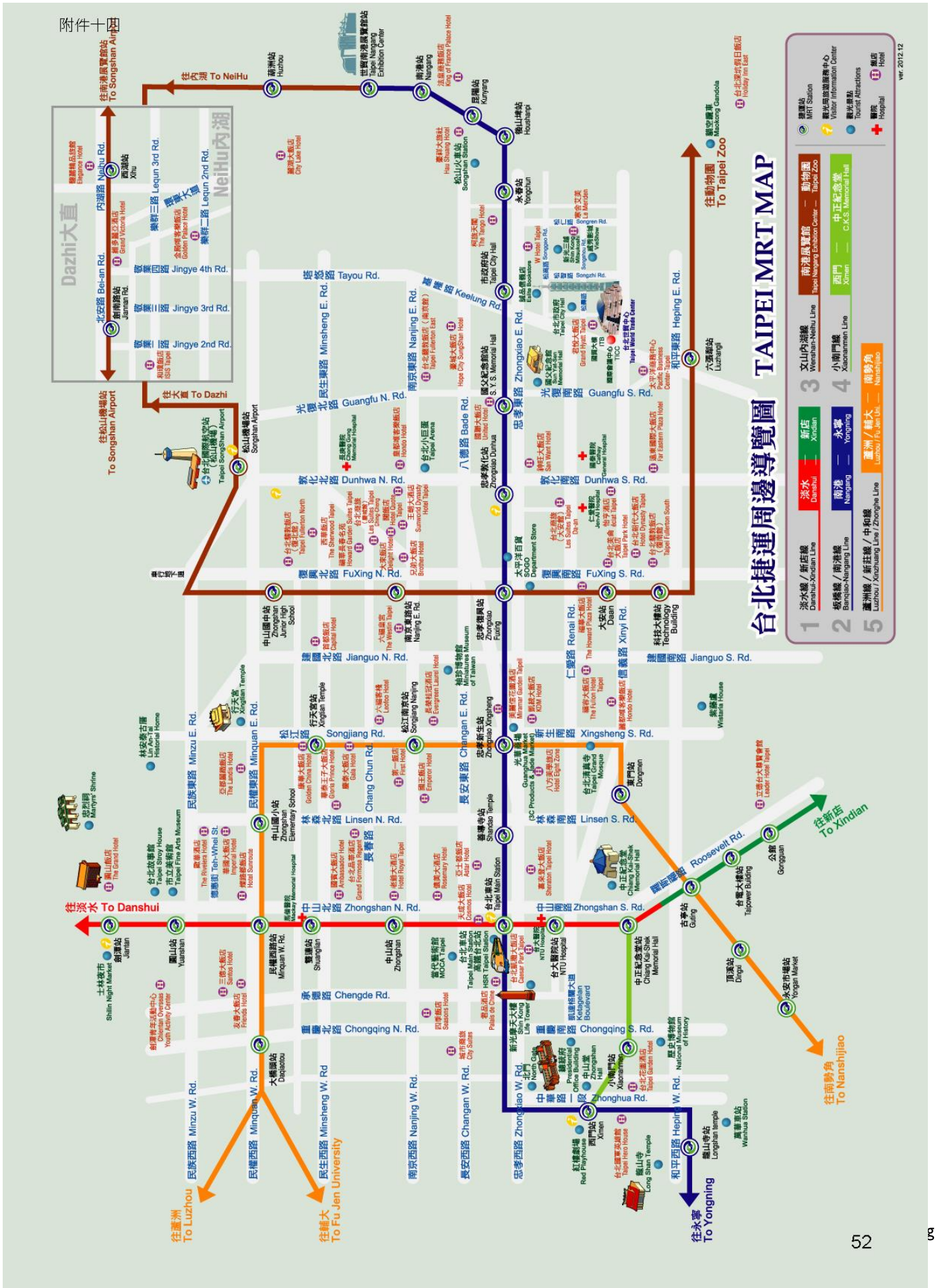
No.1, Jingmao 2nd Rd., Nangang District, Taipei City 115-68, Taiwan

6. Transportation Map


Driving Directions to TWTC Nangang Exhibition Hall
Directions to TWTC NANGANG：（GPS：X:121° 34' 58.9"、Y：25° 47.6"）
1. From Taipei Suburbs to TWTC Nangang Exhibition Hall
(A) Vehicles approaching from east: Take Datong Rd and enter Nangang Rd, then turn right onto Jingmao 2nd Rd to reach the Exhibition Hall.
(B) Vehicles approaching from west:
1. Take Zhongxiao E. Rd and turn left at the intersection with Academia Road. Cross the rail crossing and continue straight to Jingmao 2nd Rd to reach the Exhibition Hall.
2. Take Huandong Blvd and exit at the "Nangang Business Park, Sijhih". Follow Jingmao 1st Rd to reach the Exhibition Hall.
(C) Vehicles approaching from south: Take Academia Road or Zhongxiao E. Road and turn onto Academia Road. Cross the rail crossing and then proceed to Jingmao 2nd Road to reach the Exhibition Hall.
(D) Vehicles approaching from north:
1. Take Kangning Rd and cross Nanhu Bridge. Then follow Sanchong Rd and turn left onto Jingmao 2nd Rd to reach Exhibition Hall.
2. Take Chenggong Rd and cross Chenggong Bridge. Then continue until turning left onto Chongyang Rd. Continue east to reach the Exhibition Hall.
2. National Highway No. 1 (1)
(A) Follow Route (1) and exit at the Neihu Interchange. Make a turn to Chenggong Rd and cross Chenggong Bridge, then turn left onto Chongyang Rd to reach the Exhibition Hall.
(B) Exit Route (1) at the Sijhih Interchange, and then turn onto the southbound Route of hwy (3). Exit the Sintai 5th Rd Interchange, turn right to Sintai 5th Rd and then turn left to Datong Rd. Go straight to Nangang Rd to reach the Exhibition Hall.
(C) For vehicles approaching from south, exit Route (1) at Dongihu Interchange; turn onto Kangning Rd, and cross Nanhu Bridge. Then proceed on Sanchong Rd before turning left onto Jingmao 2nd Rd before reaching Exhibition Hall.
3. National Highway No. 3 (3) and Taipei-Yilan Freeway No. 5 (5)
(A) Follow Route (3) and exit at the Sintai 5th Rd Interchange, then take Sintai 5th Rd, and turn left onto Datong Road and proceed to Nangang Rd to reach the Exhibition Hall.
(B) For vehicles other than container trucks and trailers: Exit the highway at the Nangang Interchange. Follow the inner lanes of the Nangang Connecting Highway until you can exit at the "Nangang Business Park". Turn left to Jingmao 1st Rd to reach Exhibition Hall.
(C) For cars traveling toward Taipei along Route (5)：Make a turn onto Route (3) at Nangang Interchange. Follow inner lane and exit at the Nangang Interchange. Take the Nangang Connecting Highway to reach the Exhibition Hall.
2011.02 (V.5)
11.5km
Sijhih System Interchange
National Highway No.3
National Highway No.1
To Nangang Exhibition Hall
1.5km Exit from connecting highway to Nangang Business Park
Nangang connecting highway
To Nangang Exhibition Hall
Exit from Huandong Blvd to Nangang Business Park, Sijhih
Parking Lot Entrance
TWTC NANGANG
Main Entrance
National Convention and Exhibition Center (under construction)
C2
C3
Jingmao 1st Rd
Jingmao 2nd Rd
Lane 105
Lane 157
Lane 165
Lane 235
Lane 106
Lane 88
Lane 62
NKSP Ⅲ
NKSP Ⅰ、Ⅱ
Sijhih
Sintai 5th Rd
Datong Rd, Sec. 1
12.7km
Sintai 5th Rd Interchange
National Highway No.3
Nangang Connecting Highway
(Entry of container trucks and trailers is prohibited)
15.1km
Nangang Interchange
(north-to-south only)
Taipei-Yilan Freeway
16km
Nangang System Interchange
Jiuzhuang St
Academia Rd, Sec. 2
Academia Sinica
Nangang
Zhongxiao E. Rd, Sec. 7
Nangang Rd, Sec. 1
Sanchong Rd
Yuanqu St
Nangang Business Park
Kangning Rd, Sec. 3
15.2km
Dongihu Interchange
(north-to-south only)
Nanhu Bridge
Exit to Nangang Software Park
National Highway No.1
Huandong Blvd
Chenggong Bridge
Chenggong Rd
Chongyang Rd
Xiangyang Rd
North-south railway(Western Line)
Nangang Train Station
MRT Nangang Station
MRT Kunyang Station
MRT Houshanpi Station
MRT Yongchun Station
MRT Taipei City Hall Station
Zhongxiao E. Rd, Sec. 5
Bade Rd, Sec. 4
Taipei 101
TWTC Exhibition Hall (1)
Xinyi Rd, Sec. 5
Keelung Rd, Sec. 1
Huandong Expressway (Elevated Part)
Downtown Taipei
MacArthur Second Bridge
MacArthur First Bridge
Tiding Blvd
Nanjing E. Rd, Sec. 6
Huandong Blvd
National Highway No.1
16.8km
Neihu Interchange
Neihu Technology Park
To Taiwan Taoyuan International Airport (50km from Nangang Exhibition Hall)
N

7. MRT MAP WITH HOTEL LOCATION

附件十四



8. Parking Lot Location

Code	Location	Space	Collect Fee
P1	Nangang Exhibition Hall	620	Move-in 9/2-3: NT$30 / H, Show days: NT$200 / per entry
P2	Taifer C2	352	Move-in NT$ 30 / H, Show days: NT$ 60 / H
P3	Taifer C3	768	Move-in NT$ 30 / H, Show days: NT$ 60 / H
P4	Taifer C4	82	Move-in NT$ 30 / H, Show days: NT$ 60 / H
P5	MRT Neihu Depot	308	Move-in NT$ 20 / H, Show days: NT$ 100 / per entry
P6	Xing Chong Parking Lot	647	NT$ 30 / H
P7	Xih Mao Park	400	NT$ 30 / H
P8	Yuan Qu Parking Lot	196	NT$ 30 / H
P9	Nangang Software Park	101	NT$ 30 / H
P10	R53 Prking Lot	147	NT$ 20 / H
P11	Total Parking	60	NT$ 30 / H
P12	R16 Public Parking Lot	94	NT$ 20 / H
-	San Chong Road	42	NT$ 30 / H
-	Xing Dong Road	32	NT$ 30 / H
-	Xin Min Street	15	NT$ 30 / H
-	Hui Min Street	109	NT$ 30 / H
-	Yuan Qu Street	67	NT$ 30 / H

9. Exhibition Hall Facility

Facility	Location	Tel
Nangang Exhibition Hall Information Center	Entrance of J area, 1F	886.2.2725.5200 x5111
Show Management Office	Entrance of M area, 4F	886.2.2725.5200 x5411, 5412
Café/Fast Food/Snack Bar on 1F	CoCo Fresh Tea & Juice, 1F	886.2.2725.5200 x5135/ 886.2.2782.1622
	Mr. Brown Café, 1F	886.2.2725.5200 x5150
	Real Bakery,1F	886.2.2725.5200 x5151/ 886.2.7709.4320
	MOS Burger, 1F	886.2.2725.5200 x5152
	Michael Tu Messe Bistro, 1F	886.2.2725.5200 x5153
	Easy Going,1F	886.2.2725.5200 x5156/ 886.2.2651.9394
	Chicken Master	886.2.2725.5200 x5157/886.2.7746.2978
Restaurant/Buffet on 3F	Humble House The Buffet Restaurant The Banquet Hall	886.2.6619.1888
Travel Information Center	Entrance of J area, 1F	886.2.2725.5200 x5102
Press Room	4F	886.2.2725.5200 x5425
First Aid	Room 158 on 1F, Room 452 on 4F	886.2.2725.5200 x5119(1F), 5437(4F)
Luggage Storage Room	Room 145 on 1F	886.2.2725.5200 x5132
Official Forwarder	Trans-Link Logistics Co., Ltd.	886.2.2581.1133 886.935.245.909 Mr. Chen / 886.933.216.944 Ms. Lin
Int'l Courier -DHL	Entrance of J area, 1F	886.2.2725.5200 x5112 0800.769.888
ATM(Automatic Teller Machine)	Entrance of K area, 1F	
HCT Logistics(Taiwan, China)	Entrance of M area, 4F	886.2.2725.5200 x5402
Hi-Life Convenience Store	Entrance of J area, 1F	886.2.2725.5200 x5154
Parking Lot	Basement 1	886.2.2725.5200 x5001
Cleaning	Cheng Nien Cleaning Ltd.	886.2.2725.5200 x5011 886.936.628.321, Ms. Yeh
Taxi – pick up	Basement 1	No Pick Up at Entrance of J area on 1F during show days
Airport Shuttle Bus-Kuo Kuang metro transport	Entrance of J area, 1F	Operating Hours: am5:00~pm23:00/every 20-30mins, 0800.010.138
Electricity/Water Service Decorated Space Contractor	PICO Int'l Taiwan Ltd.	886.2.2753.5990 x125, Mr. Perry Hsu 886.2.2725.5200 x5592, 5593

10. SEMI 2015 & 2016 Expositions Calendar

Expositions	Location	Date	Contact
SEMICON Southeast Asia	SPICE Arena, Penang, Malaysia	Apr. 22-24	Linda Tan ltan@semi.org +65.63396361
Advanced Semiconductor Manufacturing Conference (ASMC) 2015	Saratoga Hilton, Saratoga Springs, New York, USA	May 3-6	Margaret Kindling mkindling@semi.org +202.289.0440
Intersolar Europe 2015	Munich, Germany	June 10-12	Eva Weller eweller@semi.org +49.30.303080770
SEMICON Russia/SOLARCON Russia Conference 2015	Expocenter, Moscow, Russia	June 17-18	Eva Weller eweller@semi.org +49.30.3030.807711
SEMICON West 2015	Moscone Center, San Francisco, California, USA	July 14-16	Lyn Geary lgeary@semi.org +1.408.943.6997
Intersolar North America 2015	In Conjunction with SEMICON West	July 14-16	Daniel Strowitzki daniel.strowitzki@fwtm.de +49.761.3881.3110
SEMICON Taiwan 2015	Taipei World Trade Center Nangang Hall, Taipei, Taiwan	September 2-4	Jo-ann Su jsu@semi.org +886.3.560.1777
SEMICON Europa 2015	Rotates between Dresden and Grenoble	October 6-8	Eva Weller eweller@semi.org +49.17.0473.1126
PV Taiwan 2015	Taipei World Trade Center Nangang Hall, Taipei, Taiwan	October 14-16	Daniel Lee dlee@semi.org +886.3.560.1777
SEMICON Japan 2015	Tokyo Big Sight.	December 16-18	Mariko Iwaguchi miwaguchi@semi.org +81.3.3222.5806
SEMICON® Korea 2016 **LED Korea 2016**	Convention & Exhibition Center (COEX) Seoul, Korea	January 27-29	Hye-Jin Jang hjang@semi.org +82.2.531.7802
SEMICON China 2016 **FPD Chian 2016**	Shanghai New International Expo Centre (SNIEC) Shanghai, China	March 15-17	Kevin Wu kwu@semi.org +86.21.5027.0909
LED Tawian 2016	Taipei World Trade Center Nangang Hall, Taipei, Taiwan	April 13-16	Jo-ann Su jsu@semi.org 886.3.560.1777

※All dates subject to change. Please visit www.semi.org or contact SEMI for the updated information (as of April 16, 2015)

SECTION 2 ：RULES & REGULATIONS

1. Introduction
2. Booth Approval Procedures
3. Booth Display Regulations
4. Booth Structure / Identification
5. Exhibit Installation and Dismantling
6. Two-Story Booth
7. Exhibition Activities
8. Exhibitor Responsibilities and Liabilities

1. Introduction

The abbreviation “SEMI” used in the rules and regulations is a non-profit corporation, and as the content may require, its directors, officers, agents, and/or employees duly acting for SEMI in the management of the exposition.

These rules and regulations governing SEMICON® Taiwan are an integral part of the contract for exhibit space. While some of them may seem restrictive, they have been established for the protection of everyone. The overriding principle contained in these Exhibit Rules and Regulations is equality for all. The following regulations have been designed specifically for SEMICON® Taiwan. Should you have any questions concerning the rules and regulations, please contact:

SEMI Taiwan
11F-2, No.1, Taiyuan 1st Street., Zhubei, Hsinchu 30265, Taiwan
Tel: 886.3.560.1777
Fax: 886.3.560.1555
Email: mlee@semi.org

Exhibits installed at ALL SEMICON Expositions must comply with the rules and regulations of the exposition. In the event that exhibit or exhibit activities are in violation of the exhibit rules and regulations or are not consistent with the standards of the exposition, Show Management may require the exhibitor to alter the exhibit either before the exposition or on-site. Necessary changes are to be made at the exhibitor’s expense and are subject to approval.

All exhibit matters and questions not covered by these rules and regulations are subject to the decision of SEMI Show Management. These rules and regulations may be amended at any time by SEMI. The original rules and regulations, as well as any amendment to the original rules and regulations shall be equally binding to all parties affected by them. In the event of any amendment or addition to these rules and regulations, written notice will be given by SEMI.

2. Booth Approval Procedures

(1) All exhibitors who contracted their own appointed contractors (EACs) are required to submit a final booth plan along with the EAC form (FORM 8) before **Friday, July 24, 2015** for review by SEMI, the local Fire Marshal and TAITRA.

(2) Booth structures should be built to be structurally sound. According to facility regulation, exhibits whose structural integrity requires cabling and/or suspension from the ceiling should not be erected.

(3) It is the responsibility of the exhibiting company or their appointed contractor to comply with the Show Management rules and regulations stipulated in this Exhibitor Services Manual. Contractors are required to have a layout plan available on-site for review by the Fire Safety Bureau or SEMI. If any constructed / constructing booth does not comply with any of the rules and regulations, this booth will be required to make modifications at exhibitor's / contractor's expense.

(4) Raw space exhibitors are required to ensure that the Exhibitor Appointed Contractor (EAC) have submitted the Booth Assurance (Form 8) and Booth Design Drawings before **Friday, 24th July** for evaluation.

(5) Rules and regulations must be strictly adhere to, any violations during the exhibition will be demanded for amendments and at own cost. Please refer to the enclosed pages detailing your specific configuration requirement.

(6) Taipei World Trade Center Decoration (TWTC) Contractor Management Regulations
According to the TWTC Decoration Contractor Management Regulations, each contractor needs to apply for registration and pay for deposit annually; TWTC has the right to refuse the contractor without registration entering the exhibition hall. Please refer to SECTION 2 "Exhibition Installation & Dismantling" for more details.

For questions regarding these booth approval procedures, please contact:

Ms. Lynn Yeh
Tel: 886.3.560.1777 ×312
Fax: 886.3.560.1555
Email: staiwan2@semi.org

3. Booth Display Regulations

(1) HEIGHT LIMITS

I. Maximum height for all configurations is 4 meters with exception as noted on the floor plans.
II. Please note: each facility may have varying height limits, so modular booth construction is imperative.

(2) WALL REQUIREMENT

I. All booths, except island configurations, must provide a full back wall, minimum of 2.5 meters / 8 feet in height. All exposed (back and side) walls must be finished on all sides at the expense of the exhibitor who owns the walls. All exposed back and side wall areas or exposed structures must be finished in a either a neutral or complementary color to the exhibitor's booth and does not include graphics or company identification.

(3) IDENTIFICATION / SIGNAGE / GRAPHICS

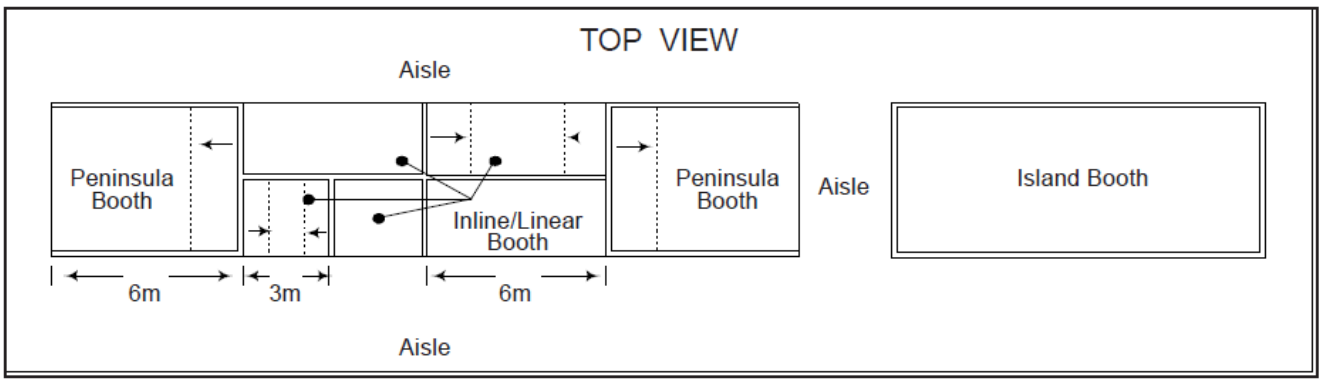
All identification and signage must be at least 1 meter (3.2 feet) from the back boundary of all booths and 1 meter from the adjoining booths for inline configurations. See SECTION2 "Booth Display Regulations" for more information.

I. Inline/Linear Booth:
Facing rear of booth – must be at least 1 meter (3.2 feet) from back boundary (booth) line
Facing side of booth – must be at least 1 meter (3.2 feet) from adjoining booth
Facing front of booth – allowed anywhere within booth boundary
Heading sign banner – not allowed

II. Inline/Linear Perimeter Booth:
Facing rear of booth – not necessary
Facing side of booth – must be at least 1 meter (3.2 feet) from adjoining booth
Facing front of booth – allowed anywhere within booth boundary
Hang the flag – not allowed

III. Peninsula Booth:
Facing rear of booth – must be at least 1 meter (3.2 feet) from back boundary (booth) line
Facing side or front of booth – allowed anywhere within booth boundary

IV. Island Booth:
Allowed anywhere within booth boundary



(4) DISPLAY / DECORATION

I. All decorations (including signage's, flags, pot plants, projections) and displays may not extend beyond the allocated booth space.
II. Free flow of traffic must not be obstructed - for example: Video monitors must be placed in such a way so that the viewers do not block the traffic.
III. Displays must be placed inside booth, not obstructing neighboring booths. Machineries, equipment and displays should not be placed on platforms over regulation.
IV. Electricity power cutoff will apply for violators who refuse to modify accordingly.

4. Booth Structure / Identification

(1) BOOTH IDENTIFICATION

I. Placement
Company identification cannot be placed / erected outside the booth area. This includes symbols, logos, lighting, floral decorations and furnishings.

II. Signs
All Signs, posters and booth graphics must be professionally lettered and in compliance within the proper height limitations. Show Management reserves the right to change or remove signs (at the exhibitor's expense) that are not in keeping with the overall quality standards of the exposition.

III. Primary Exhibitor Identification vs. Co-exhibitor Identification
Show Management recommends that all company identification (primary and/or co-exhibiting companies) be prominently displayed in the entire contracted booth space.

(2) BOOTH STRUCTURE EXCEEDING 4 METERS

Under special circumstances where it is necessary for exhibitors to build structures exceeding the height limit, the exhibitor must fill out Form 10, 11 with a copy of Public Safety and Third-Party Liability Insurance forms, a decoration plan, an installation location map and other documents deemed necessary before July 24, 2015. The exhibitor should pay an "Excess Fee" (NT$100,000 per booth). The booth units must be four or more before being permitted to build ultra-high structures that the maximum height of 6 meters each, the booth exteriors must be set back at least 1 meter from walking aisles and next booth. The rear part of the wall must be decorated. If it is not possible for the booth to be set back from the aisle, the exhibitor shall be required to obtain the prior written consent of the adjacent exhibitor. The "Excess fee", which is NT$100,000 (tax included) based on 18 sq.m as one unit shall be calculated based on the projected area in the design drawings. Exhibitors whose booths exceed 18 square meters will be charged accordingly by dividing the projected area in the design drawing with 18 square meters to obtain the figure before multiplying the said figure with NT$100,000. Where the booth area is less than 18 square meters, the exhibitors shall still be charged NT$100,000.

(3) CABLING / CEILING SUSPENSIONS

Booth structures should be built to be structurally sound. According to facility regulations, exhibits whose structural integrity requires cabling and/or suspension from the ceiling should not be erected.

(4) COMPRESSED AIR SUPPLY

Compressed air supply is only available from electrically powered silent type air compressors. Compressors powered by internal combustion / fuel-type engines will not be permitted in the Exhibition Hall for safety reasons. Exhibitors could bring their own compressors or can be arranged through the official Contractor (see FORM 3 of SECTION 6). Exhibitors requiring air for demonstration must provide full technical details to the official Contractor PICO International Taiwan Ltd. and complete FORM 3 of SECTION 6.

(5) CROSS AISLE CONFIGURATIONS

Upon written approval from SEMI, cross aisle carpet will be allowed to join exhibits for an additional charge. Requests, in writing, should be directed to Ms. Yeh, SEMI Taiwan (Email: staiwan2@semi.org / Fax: 886.3.560.1555).
Regulations regarding cross aisle carpets are:

I. Written approval from Show Management, at least 30 days prior to the exposition opening. Request must be submitted to Show Management by July 24, 2015.
II. Aisle carpet may not be laid until the official service contractor has granted permission, and must be pulled up immediately upon the close of the exhibition.
III. Company logos / company identification is allowed on cross-aisle carpet.
IV. Carpet that is laid in the aisle must be the same color as the booth carpeting that it is connecting.
V. A fee of 25% of the total square feet / square meter of aisle space utilized, which is based on the raw space rate (minimum of 2 booths across from 2 booths).
VI. A fee of the standard rate for booth space will be applied if carpet is placed in the aisle between two island booths resulting in the appearance of one large island booth. This area is fully useable by the exhibiting company.
VII. Equipment or booth display properties are not allowed in the aisle at any time.

VIII Cross-aisle headers and cross-aisle trusses are not allowed.
Organizer reserves the right to apply charges after exhibition for any unauthorized carpeting.

(6) DECORATION

Show Management has the authority to determine whether placement, arrangement and appearance of all items displayed by the exhibitors are in compliance with the exposition standards. This may require the replacement, rearrangement or redecoration of any item or of any booth. Show Management is not liable for any cost that may be incurred by the exhibitor. All booth spaces (unless otherwise specified) must be fully carpeted or covered. Carpeting enhances your corporate image and continues the overall professional look of the exposition. You may supply your own carpet or rent it from the official service contractor. All carpeting and floor covering MUST be fire retardant-Class 1 flame spread rating and UL between 0 and 25.

(7) ELECTRIC BOX/HYDRANT/AIR QUALITY DETECTOR

Hydrants, fire extinguishers, fireplugs, emergency exits, air quality detectors, electricity boxes, and all signs of the hall should never be covered, or blocked. If there is any violation of these regulations, SEMI Show Management retains the right to immediately remove the entire structure at the exhibitor's expense.

(8) ELECTRICAL WIRING

Use of another exhibitor's electrical hook-up is strictly forbidden due to potential fire and hazard risks. In the event that the exhibit hall is damaged or destroyed due to negligence or failure on the part of the exhibitor to comply with the local fire agency's fire and hazard regulations, the Exhibitor is responsible and liable for all damages incurred.

All electrical contracts must be requested through PICO International Taiwan Ltd., the official show contractor. Exhibitors who use any firm other than PICO International Taiwan Ltd. as their decorator are required to submit a preliminary drawing of their exhibit with a schematic wiring diagram to PICO International Taiwan Ltd. prior to Wednesday, August 5, 2015. All wiring (three wire only) on booth / display fixtures must be on file for review by both the facility (TWTC) and the Official Contractor (PICO International Taiwan Ltd.).

The standard electrical current supply available for use in the booths at the Exhibition is:
•110V / 60Hz •220V / 60Hz •380V / 60Hz •440V / 60Hz

For safety reasons and for the protection of electrical installation at the exhibition premises, all power main installations from source to outlet (Exhibition booths) must only be carried out by the Official Electrical Contractor. All distribution boxes where required and deemed necessary by the Official Electrical Contractor must be hung or mounted on the walls or structures of the booth. Please inform your booth contractor of the positions where such distribution boxes can be mounted. Any deviation from this regulation will only result in supplies not being switched on until the Exhibitor submits in writing to the Show Management or the Official electrical Contractor to discharge us from any liability whatsoever. SEMI seeks your kind cooperation in this matter, as it is beneficial to all parties concerned.

Connection of exhibits within the booths may be carried out by the Exhibitor's technician, but the Official Electrical Contractor must inspect them before circuits will be made live.

Each electrical supply provided is intended for one equipment or machine on display. Multipoint socket outlets / tapping on another exhibitor's electrical hook-up are not permitted as an overload may be caused, leading to a trip in the incoming power supply. Severe rips may take hours to rectify, thereby causing inconvenience to all exhibitors.

No electrical installation or fittings may be suspended from the ceiling of the Exhibition Hall of fixed to any part of the building structure without the prior permission of the Show Management and the Hall Owner, TWTC. If permitted, a fee may be levied.

The Show Management reserves the right to disconnect electrical supply to any installation, which in the opinion of the Electrical / Safety Officer is dangerous or will cause annoyance to visitors or to other exhibitors.

Please place orders early to facilitate submission of electrical plans to the Authority for approval. Late or wrong orders will cause delays in the supply to your booth. Please note that the physical conditions of the exhibition, being different from

those of the exhibitor's premises, may affect the electrical supplies and installations and thus allowances must be factored into the orders made.

Electrical arrangements for Exhibition booths can be ordered by using FORM 3 of SECTION 6. The Form has been divided into three (3) sections, for clarity:

I. **Section A:** Covers the provision, on hire, of electrical items and fittings such as lights, socket outlets and other fittings. The price includes installation, electricity consumption and full maintenance throughout the Exhibition period.

II. **Section B:** Is for exhibitors who wish to use their own light fittings. Supply is provided, ending in a fused switch or connector of a capacity to serve the supply you have ordered. The price includes electricity consumption, inspection of wirings and fittings, and the preparation of electricity drawing for certification by the Official Electrical Consultant Engineer based on the submission of the individual line drawing from the exhibitors/contractors. It does not include any form of maintenance forward of the fused switch or connector. Exhibitors and their contractors must arrange for their own electricians to be on stand-by for such purposes throughout the Exhibition.

III. **Section C:** Is for exhibitors with high electrical demand exhibits and machines requiring an individual supply. The price includes the cable terminating in a fused switch/isolator, electricity consumption and connection to the exhibits under exhibitors' supervision. Please order according to the start-up current requirement of your machines or equipment. The supplies ordered in this section are strictly not permitted for any lighting purpose.

Exhibitors requiring 24-hour supply must submit in writing their requirement to the Official Electrical Contractor, at least two (2) weeks prior to the build-up date, and any additional cost due to wiring, consumption, inspection fees, levies, etc, must be borne by the Exhibitor concerned

Requests for any items not listed on FORM 3 can be directed to the Official Electrical Contractor – PICO International Taiwan Ltd.

Supplies to the booths will be from one hour before and 30 minutes after Exhibition hours each day and supplies to stands during the set-up and dismantle period are stated in the Timetable of Operations.

Please remember to indicate the locations of any additional electrical fittings you require on FORM 3, so that the electrical service engineers and staff can prepare your requirements before you arrive at the Exhibition site.

(9) FALSE CEILINGS / CANOPIES

Water penetrable materials must be used in false ceilings and must conform to local fire code. Impenetrable materials are forbidden due to the potential fire and safety risks. If a booth has a ceiling, it will be required to fit into the overall approved design. The top of the ceiling must be finished and it should not be loaded with any objects.

(10) FIRE PROTECTION MEASURES / FIREPROOFING

All materials used in the construction and decoration of an exhibit must be flame retardant. All carpeting and floor coverings must have Class 1 flame spread rating and UL between 0 and 25. No storage of flammable materials, packing materials or brochures may be stored behind the walls of perimeter stands or any other designated services areas, unless SEMI and Hall Owner (TWTC) have given prior written approval.
Exhibitors, who, because of the nature of their exhibits require a special type of fire extinguisher, must make arrangements, at their own expense, for the provision of such equipment. SEMI will assist and advise, if required.

(11) HAZARDOUS ITEMS

Hazardous items used in displays must be properly safeguarded, protected and registered in accordance with applicable city, state and federal regulations. Hazardous items that would typically fall under these requirements include, but are not restricted to, the following:

I. Evacuated containers or components
II. Radioactive materials
III. X-ray producing equipment
IV. High voltage equipment
V. Particle accelerators
VI. Flammable and explosive materials

※ All gas tanks/bottles/cylinders, which must be properly secured or harnessed to meet all safety standards

Equipment demonstrations must not pose a radiation hazard. If the equipment has energy beams that might be potentially hazardous, they must be de-activated or made inoperable before installation. Any hazardous items present in a display must be approved by the local fire department/agencies in writing with copies to SEMI Show Management, 60 days before the exposition.

(12) INDUSTRIAL GAS AND NAKED FLAME DEMONSTRATION

The use of industrial gases of a flammable or toxic nature for demonstration purpose will not be permitted in the Exhibition Hall unless a detailed application has been made to SEMI and Hall Owner (TAITRA).

(13) LIGHTING

Overstatement in lighting design is to be avoided. Annoying devices such as the use of flashing, rotating, or blinking lights (strobe, beacons, etc.) in an exhibit is strictly prohibited. All lighting effects must be contained within the confines of the booth and may not be projected into the aisles, other exhibits or onto the ceilings surround the booth space.

(14) PILLAR WRAPPING DECORATION

The exhibitor must get the permission from SEMI Show management to decorate the pillar which located inside of booth or nearby aisle. Exhibitors have to follow and comply with following regulations:

I. Keep 30cm from the pillar to the decorated board
II. NOT cover fire box (94cm width x 126cm height) and extinguisher (65cm width x 75cm height)
III. NOT cover electric box (60cm width x 136cm height)
IV. Open a hole (60cm width x 60cm height) on the decorated board to make the ventilation equipment exposed
V. Air quality detector must be exposed and cannot be blocked by other objects, size for one detector: (15cm width x 15cm height), two detectors (15cm width x 30cm height), and three detectors (15cm width x 45cm height). Open a hole (30cm width/height from the edge of air quality detector) on the board.
VI. The decorated board should be within 4 meter height.
Exhibitors or contractors violating these rules will be fined NT$5,000 per case by SEMI Show management, If the violation results in a fire or a severe dangerous incident, the exhibitor shall take all the responsibilities.

(15) WATER AND DRAINAGE SUPPLY

Limited water and drainage is available at certain locations of the Exhibition Hall, thus advance notice must be given to the official contractor by completing FORM 3. Special arrangements must be made with the Official Contractor well in advance, should an Exhibitor require very specific water supply. The drainage is via gravity flow.

I. Requirements are to be made through the official contractor. Any unauthorized power connection will be cut off from electricity supply and may result to be excluded to exhibit and any violating contractors may result to be withdrawn from registration. In order to maintain the standard of the safety of the premises, all lighting constructions are to be carried out by certified contractors and registered with the relevant associations. Private installation is prohibited; any damages caused due to violations will be fully liable by the violator (exhibitor).
II. Removal or damage to the electrical facilities, or the use of inappropriate electrical equipment are strictly prohibited to avoid accidents. Violators will be removed immediately at own cost.
III. Wire channels are prohibited for any water usage to avoid power-trips or accidents.
IV. A fine of NT$ 100,000 will apply for each violation; violators with two violations or three violations per year will be prohibited to enter the premises for 6 months.
V. Exhibitors must place own safety facilities (UPS), the organizer will not be liable should power interruption and damages occurs.

5. Exhibit Installation & Dismantling

(1) EXHIBIT INSTALLATION AND DISMANTLING

External contractors are allowed for exhibitors using raw space, or alternatively select the official contractor of the exhibition, PICO International Taiwan Co., Ltd.

I. **Installation:**

Hours and dates for installation, the exhibition, and dismantling are specified in the Timetable of Operations of this manual, SECTION 1. Extended hours for set-up can be requested on-site at SEMI Show Management office before 15:00 each day. Additional charges will apply for overtime, please refer to SECTION 1 for details. All crates must be tagged and ready for removal by 14:00 on Tuesday, September 1, 2015; Booth completion is by 17:00, Tuesday, September 1, 2015. Exhibitors will not be allowed to move in or install displays after this time.

Should installation of booth not completed by 17:00 on 1st September, the Show Management reserve the right to "force" setup or to remove displays/materials from the exhibit floor at the Exhibitors' expense. Exhibitors who do not meet the set-up deadline may forfeit the use of their booth space in subsequent expositions.

II. **Dismantle:**

Exhibitors are required to maintain their exhibit intact until the close of the exhibition. On the last exhibition day, "dismantle" procedures will be distributed to each exhibiting company. Each Exhibitor will complete arrangements for the removal of exhibit material in accordance with the dismantle procedures. Exhibitors for the remove materials from the exhibition hall before the conclusion of the dismantling period.

(2) EXHIBITOR APPOINTED CONTRACTOR (EACs)

Exhibitors are responsible for providing the Show Management the following information regarding their non-official contractor (EAC). The EAC Application Form is available on FORM 8. Please return it by July 24, 2015 to SEMI along with your final booth drawing.

※ All EACs MUST comply with the criteria set forth in the Exhibitor Services Manual, and the exhibitor is responsible for the actions of their EAC.

I. According to the Taipei World Trade Center (TWTC) Decoration Contractor Management Regulations, each contractor needs to apply for registration and pay for deposit annually; TWTC has the right to refuse the contractor without registration entering the exhibition hall.

i. Each decoration contractor must wear on service pass which issued by TAITRA, so that the staff can enter the exhibition hall. Please contact TWTC exhibition management to register and hand-in deposit. (Exhibition management office located at 2nd floor of exhibition hall, Tel: 886.2.2725.5200 x2276 / 2688).

ii. To apply for contractor service pass, it requires documents as below:
   a. Registration form and guarantee letter with company chop and president signature
   b. Business registration certificate copy
   c. Check of NT$20,000 for deposit
   d. Service pass application for TWTC exhibition hall
   e. Safety and Health Terms of Agreement

   (Above point a., d. and e., related form can be downloaded at www.twtc.com.tw or contact TWTC at 886.2.2725.5200 x2276 / 2688)

iii. Deposits will be returned without interest after the contractors withdraw registration if exhibitors do not violate these regulations.

iv. All related contractor should register to TWTC separately, not depend under the decoration or design company.

II. The EAC agrees that it will indemnify, and hold harmless, the Show Management and the Official Contractor from any action on account of injury or damage to persons or property caused by an act of omission, negligence or misconduct on the part of the EAC or any of its agents, servants, employees, or contractors.

The EAC shall not erect a service desk and must restrict corporate identity to the booth areas being serviced. Personnel carriers will not be permitted on the exhibit floor without the approval of Show Management.

The EAC will have a true and valid order for service from an exhibitor in advance of the show move-in date. The EAC shall not solicit business on the exhibit floor before, during, or after the show. If a representative of an EAC violates this provision on solicitation, Show Management will remove the EAC and its representatives from the exhibit floor.

III. Penalties for violations:
Show Management and Show Ground Management may take the below actions for violators:

Smoking within premises:
1st time violator -> A written warning will be issued and demanded to improve without a fine,
2nd time violator -> A fine of NT$ 500 will be issued.
3rd time violator -> A fine of NT$ 1000 will be issued.
Further or continue to violate this law, additional NT$ 500 will be added each time. The fine will be address to the highest contractor of the exhibitor and not the direct violator him/herself.
Besides legal liabilities, contractors violating these rules will be fined by TAITRA NT$2,000 ~ NT$5,000. If the violation results in a fire or a severe dangerous incident, the fine will be NT$20,000.
Contractors violating these rules will be prohibited from contracting any future construction work at the TWTC Exhibition Hall for two years.

EACs and exhibitors cannot bring in their own equipment (forklift, etc.). Please contact Show Management or Trans-link with any questions.

(3) TECHNICAL INSTALLATIONS ON STANDS

I. Exhibitors are strictly forbidden to install their own connections.
II. Official controllers being fully empowered to authorize or prohibit the installation or to require alternations so as to meet technical and legal requirements will inspect all on-stand installations.
III. Exhibitors are liable for any technical faults or damage that may result from non-compliance with the provisions as stipulated by the facility.
IV. All connecting boxes in operation at floor level must be accessible at all times.
V. A sketch showing the desired position of the installations must accompany all order forms.

(4) BOOTH CLEANING

SEMI will arrange for the general cleaning of the Exhibition Hall and booths. This only includes cleaning of carpet/flooring and rubbish disposal before the Exhibition opens in the morning and after the Exhibition closes in the evening. It excludes cleaning of exhibits and displays. Exhibitors with lockable cabinets are requested to place refuse disposal outside the office before departure each evening. Exhibitors using an Exhibitor Appointed Contractor (EAC) are reminded that it is the responsibility of their EAC to clean and vacuum the booth upon completion of construction before handing it over to the exhibitor. Thereafter, the official Cleaning Contractor will clean the carpet accordingly. Exhibitors may contact the Official Cleaning Contractor (See SECTION 1"Important Contacts") for further cleaning services.

(5) REMOVAL OF WASTE

During the set-up and dismantle days of the Exhibition, the aisle of the Hall must not be obstructed with packing and construction materials or debris. "Raw Space Only" booth contractors or booth interiors are responsible for removing their own building waste and off-cuts from the site at the end of each day.

At the end of the Exhibition, contractors must remove all the materials, especially the double-sided carpet tape, used within their clients' booths from the Exhibition Hall. Waste removal must be completed by the end of the dismantle period as listed in the Timetable of Operations on SECTION 1. SEMI reserves the right to charge the exhibitor concerned for the removal of excessive waste (booth construction debris, crates/pallets, cartons, packing materials or literature).

6. Two-Story Booth

In view of an increasing demand for exhibit space, these Regulations have been established for the construction of Two-Story booths. To set up second-story booths, exhibitors must comply with these regulations to ensure the safety and overall tidiness of the exhibition site.

(1) Two-Story booths are allowed for peninsula (min. size 6 m x 6 m) or island (min. 6 m x 9 m) booth configurations only and there is a restriction as to the number of two story exhibits allowed in each hall.
(2) There are certain areas that are prohibited from building a second-floor booth; therefore, all application must be approved by SEMI, TAITRA and the Fire Marshal.
(3) The second-floor of the booth is restricted to meetings with buyers only. It cannot be used as storage space, or as an exhibition or promotional area.
(4) To apply for the construction of Two-Story booth in any trade shows in TWTC, exhibitors must submit the following documents to SEMI **by July 24, 2015**. Construction cannot begin without prior written approval from SEMI and TAITRA.
   I. One copy of the Two-Story Booth application form (Please download the forms on www.semicontaiwan.org)
   II. One copy of Confirmation of Two-Story Booth Design
   III. One copy of Booth Construction Assurance.
   IV. One copy of the booth layout plan
   V. One copy of the construction plan (including plan, elevation and side drawings with specific dimensions, a list of the building material, and indications of the floor load with maximum number of people allowed on the second floor), the structure plan and structure calculation report, all of which must be approved and signed by a licensed architect, civil engineer, or structural engineer, and have a scale of no less than 50:1.
   VI. One copy of the architect, civil engineer, or structural engineer's license, certificate, and letter certifying membership from the related professional association, as well as the safety confirmation report on second-story booths.
   VII. The applicant must purchase accident and third-party liability insurance of no less than NT$2,000,000 for each person and each accident. The insurance should cover the show period and include the events move-in to move-out days.

   An original document of the insurance policy should be sent to SEMI, before construction can begin.

(5) Charge for the use of the second-story of the booth is based on the floor area (including staircases).The rate for second floor space is **NT $500 per sq. m** (tax excluded) of the 2nd floor. Please submit your payment to SEMI Taiwan. Payment information, see SECTION1 “Chronological Check List”.

(6) The architect, civil engineer or structural engineer, who has approved the construction plan, or the designated deputy, should inspect on site the construction and dismantling of booths. Upon completion of construction, the architect must issue a certificate of completion to ensure that the booths have been constructed in accordance with the plans, and that safety is guaranteed.

(7) The minimum ceiling height of ground level is 2.5 meters, and the height limitation for entire structure is 4 meters.

(8) The second-story of the booths must be equipped with a safety railing, the height of which should be at least 90 cm high, and not exceed 150 cm, and no ceilings should be built over the second-story.

(9) The total floor area (including staircases) of the second-story should not exceed 70% of the area of the ground booth, and should be limited to 100 square meters.

(10) The recessed distance between booth unit boundary lines, and the front and sides of the main body of the first and second-story booths (including corporate signs) should be maintained at 50 cm, and the exterior of the walls should be decorated.

(11) If the usable floor area of the second-story does not exceed 50 square meters, there should be at least one staircase; if the area exceeds 50 square meters, there should be at least two staircases. The distance between any point on the second floor and the staircase should not exceed 10 meters. When there are two staircases, they should not be set on the same side. The width of the stairway should be no less than 75 cm, and a warning sign specifying the maximum load and number of people allowed on the second-story should be displayed in the staircase. The exhibitor should take responsibility for monitoring the number of people on the second-story.

(12) The load-bearing capacity of the second-story should be no less than 200 kg / sq. m, and that of the staircase no less than 300 kg / sq. m.

(13) Any second level over 6 m x 6 m may not be approved if it is determined it will negatively affect the overhead sprinkles for fire prevention. (Most jurisdictions require in-booth sprinkler systems).

(14) Staircase can be circular, but not spiral and must have treaded all the way ground.

(15) Must have fire extinguishers on both levels.

(16) Wood must be flame resistant or treated.

(17) All displays or decorations cannot be attached to the TWTC sprinkler system.

(18) The construction of the booths should not present any hazard to the exhibition site. No nails should be used in the floors, beams, or ceilings. No objects should be suspended from the ceilings. And fire protection facilities and plumbing should not be blocked. If there is any violation of these regulations, SEMI and TAITRA retains the right to immediately remove the entire structure.

(19) After SEMI and TAITRA has granted written approval for the construction of Two-Story booths, any alterations in booth design without prior approval or violation of these Regulations will result in a suspension of electricity and closure of booths.

SEMI and TAITRA retains the right to interpret, or to revise these Guidelines for any oversight or omission.

7. Exhibition Activities

(1) **ALCOHOLIC BEVERAGES**

For safety and insurance reasons, alcohols are prohibited in the facility during set-up and dismantle period.

(2) **ANIMALS**

Animals will not be allowed in the exhibit hall or on exposition grounds, except dogs for the Disabled.

(3) **AUTHORITY OF PREMISES**

In the event of any problems or disputes on-site, the decision of SEMI, being lessee of the premises, will be final. SEMI also reserves the right to amend any earlier decision made in order to meet and satisfy any unforeseen or prevailing circumstance for the benefit of the Exhibition and concerned parties.

(4) **BADGE CONTROL**

False certification of an individual as an exhibitor's representative, misuse of an exhibitor's badge, or any other method or device used to assist unauthorized personnel to gain admittance to the exhibit floor will be just cause for expelling the exhibitor and his representative from the exhibition, and/or banning them from future entrance onto the exhibit floor. This may also cause the removal of the exhibitor's booth from the floor without obligation on the part of SEMI for refund of any fees. The exhibitor, his employees and agents, and anyone claiming to be on the exhibit floor through the exhibitor, waives any rights or claims for damages arising out of the enforcement of this rule.

(5) **BALLOONS / BLIMPS**

Applications are to be made before 24th July with SEMI and TAITRA for approval. Application for can be found on FORM 9 or download from www.semicontaiwan.org; unauthorized balloons will be removed and own cost. All balloons raised must be fixed within your own booth at a diameter of a maximum 150cm and a maximum raised height of 7 meters from ground. A fee of NT$ 10000 (tax excluded) will apply for balloons raise between 5 ~ 7 meters from ground. Application among a deposit of NT$ 50000 is to be submitted to Ms. Lynn Yeh (Email: staiwan2@semi.org).

Any exhibitor who raises a balloon in the exhibition hall without prior approval will have booth decorations dismantled by SEMI Show management at the exhibitor's expense. Please refer to FORM 9 of SECTION 6 for more information.

(6) **BOOTH PERSONNEL**

Booths must be continually staffed during exhibit hours. With the exception of convenience help (such as receptionists or professional product demonstrations), all booth personnel must be employees of the company, or its' representative, and must be fully capable of explaining products or processes on display. The appearance, dress and decorum of booth personnel must reflect good taste and be consistent with the quality standard of the exposition.

(7) **BOOTH RECEPTIONS / PARTIES**

Receptions/parties within your booth must be requested in writing and approved by SEMI Show Management prior to the exposition. Please submit your request to Ms. Maggie Lee (Tel: 886.3.560.1777x305/ Email: mlee@semi.org).

(8) **CAMERAS / PHOTOGRAPHY / VIDEOTAPING / RECORDING**

Show Management will allow cameras on the show floor. However, media are required to obtain passes/stickers for their camera equipment from the Press Room. Exhibitors and attendees may take pictures within the show for purposes of company or annual reports, company media pieces, marketing materials, etc. Under no circumstances will anyone be permitted to take pictures of an exhibitor's product without the permission of the exhibitor. Many products on display at SEMICON® Taiwan are innovative, one-of-a-kind or prototype items. Exhibitors have the right to report to Security or Show Management any instance of inappropriate photographing of company products or displays.

(9) **CHILDREN**

Children 12-16 years old accompanied by an adult are allowed on the exhibit floor only during exhibition hours. Children under 12 years old are not allowed on the exhibit floor at any time.

(10) **GENERAL SECURITY**

Each exhibitor must make provisions for the safety of their goods, materials, equipment and displays at all times. General overall security service will be provided for the exhibition period. The security service and/or Show Management are not responsible for the loss or damage of any property from any cause.

SEMI will provide general perimeter exhibit security in the facility during set-up, exhibit days and dismantle; however, the primary responsibility for safeguarding your exhibit and merchandise is yours. Remember that setup and dismantle periods are particularly sensitive times when thefts (especially handbags and laptop computers) are most likely to occur. Do not leave your booth unattended during those times.

Each decoration contractor must wear on service pass which issued by Taipei World Trade Center (TWTC), so that the staff can enter the exhibition hall. Please contact TWTC exhibition management to register and hand-in deposit. (Exhibition management office located at 2nd floor of exhibition hall, Tel: 886.2.2725.5200 x2276 or 2688).
Please refer to SECTION 2 “Exhibit Installation and Dismantling” for more details.

(11) **GIVEWAYS / HANDOUTS**

Items, samples, souvenirs, etc., may **ONLY** be distributed by the exhibitor from within the confines of the exhibitor’s booth contracted booth space. Show Management reserves the right to evaluate the safety and/or offensiveness of novelty item handouts. Failure to comply may result in the loss of priority points or approval to exhibit the following year.

(12) **HALL ACCESS RESTRICTIONS**

The hall WILL BE CLEARED OF ALL PERSONNEL after the exhibition closes each day. The only exceptions will be with written permission from SEMI.

(13) **LABOR SAFETY AND HEALTH**

To prevent occupational hazards and maintain labor safety, all exhibitors and contractors shall comply with government labor safety laws as well as “TAITRA’s Pre-construction Safety & Health Declaration for Nangang Exhibition Hall"; “Rules of TAITRA for Contractor’s Standard Pre-construction Work on Nangang Exhibition Hall”; “Guidelines of TAITRA on Contractor’s Safety & Health Management”; “Submission of Notification Reports on Damages to Nangang Exhibition Under Contract”, and “Notification of Hazardous Factors for Construction Site”, and other related regulations.

The abovementioned labor safety and health regulations may be downloaded from the following website:

http://twtcnangang.com.tw → Exhibition Hall services and facilities →Labor Safety Management Rules

Labor to erect booths is included in all decorated shell scheme package rentals. If additional labor is required or you need to order labor, you may contact the official decorator, PICO International Taiwan Co., Ltd. to make arrangements.

Exhibitors may use their own bona fide personnel for labor. Non-official contractors, Exhibitor Appointed Contractors (EAC), hired by exhibitors may also use their own labor. Exhibitors must notify SEMI of their intent to use a non-official contractor (EAC) before July 24, 2015.

(14) **NOISE AND ODORS**

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. General Rule: Sound and noise should not exceed 85 decibels. SEMI reserves the right to reduce the sound level, restrict or switch off any audio / visual displays that cause complaints and SEMI’s decision is final if such a dispute arises.

(15) **REGULATIONS FOR SOUND SYSTEMS**

Booths that include a stage or sound output of more than 20W are to apply via email with a deposit of NT$ 50000 before 24 July. Location of stage and loud speakers, performances and time schedules must be clearly stated, and any unauthorized stage performance or loud speakers will be removed or in result of power cut off by the organizer or Show Ground Management.

Loud speakers are limited to two loud spears per exhibitor and positioned to direct the sound into own booth, sound volume must be kept under 85 decibels (volume check by the organizer prior to exhibition); neighboring exhibitors are prohibited to have stage events or performances at the same time.

The below actions will be taken for violators:
Step 1 - A written warning will be given should no improvements shown after a verbal warning.
Step 2 - Fines will be issued should no improvements shown after a written warning. Fines will be issued per each time violation after the written warning; 1st time violation will be fined NT$ 1000; 2nd time violation will be fined NT$ 4000; 3rd time violation will be fined NT$ 100000; 4th time violation will be fined NT$ 15000; 5th time violations will be fined NT$ 20000.
Step 3 - Violators refused to improve will be cut off from electrical power by the organizer and the Show Ground Management. Violator will then be subject to the terms and regulations of the exhibit installation and dismantling, for further details please refer to SECTION 2.

Volume measuring: Decibel instrument is held 1.2 ~ 1.5 meters from ground and at within 3 meters of sound source.

Exhibitors using own wireless microphones are to register frequencies with Show Ground Management for approval. Unauthorized usage causing interference will be removed and the three steps of actions mentioned above may apply. Deposits will be returned after the show if exhibitors do not violate any of the stated regulations.

(16) **OBSTRUCTION OF AISLES / BOOTH DEMONSTRATIONS**

Exhibitors may not conduct demonstrations or activities that result in excessive obstruction of aisles or prevent ready access to neighboring exhibitors' booths. Demonstrations are to be straightforward, professional and relative to the displayed product. The use of demonstrators, gimmicks, mimes, magician, robots, etc., in the aisles is prohibited at all times. Products or demonstrations must be placed inside the booth boundaries and must not result in aisles being blocked. Equipment and/or furniture may not be in the aisle at any time. Special caution should be taken when demonstrating machinery or equipment that has moving parts, or any product that is otherwise potentially dangerous. All demonstrations should be conducted by qualified personnel. Show Management reserves the right to evaluate the safety appropriateness and/or offensiveness of demonstrations.

(17) **OFF-SITE PROMOTION / OUTSIDE PROMOTION**

It is requested that exhibitors not advertise or promote any off-site/outside activity, such as an open house, reception, conference, etc., if occurring during exhibit hours.

(18) **ON-SITE VEHICLES**

Private motor vehicles, trucks, automobiles will not be allowed on the exhibit hall floor before, during, or after exhibition hours. No exceptions. Delivery of any exhibit materials required for set-up and dismantle period must be cleared through the official service contractor.

(19) **PRESENTATION AND / OR DEMONSTRATION OF EXHIBITS / PRODUCTS**

An exhibitor intending to present and / or demonstrate equipment, exhibit or product at their booth must:

I. Security install all working machinery to prevent base slippage and position such machinery so that the operation thereof will not cause intrusion into the aisle or otherwise prove hazardous to all persons.
II. Ensure that toxic fumes, exhaust or other irritants caused by the exhibits / products are not released into the exhibition Hall. Prior approval from the relevant controlling authority in addition to that of SEMI must be obtained for such purpose.
III. Ensure that gas cylinders, naked flames and welding demonstrations are not exposed in the Exhibition Hall and stands.
IV. Ensure that all the relevant local government authority license(s) or permit(s) are obtained and their stipulated regulations and conditions observed and abided with for the demonstration and / or use of electronics, between / among exhibitors. SEMI reserves the right to rule on the right to exhibit.

(20) **PRIZE DRAWINGS / RAFFLES**

Public drawings can only be conducted if held within the confines of the booth. Due to fire safety regulations, public aisles cannot be blocked. It is recommended that instead of a public drawing (announcement) that you post the winner's name within your booth.

(21) **RESTRICTED PROMOTION ACTIVITIES**

Only contracted exhibitors are permitted to promote their products, services or company at SEMICON Taiwan. Unless a marketing opportunity has been contracted by the exhibitor, all company promotion and product same must occur within the contracted booth space. This includes, but is not limited to 'roaming' characters, handing out flyers, approaching exhibitor booths to sell products, leaving and/or distributing product information in public spaces and show floor aisles. Exhibitors found doing so will be asked to return to their booth and remaining materials will be recycled. Attendees will be asked to leave the show and forfeit their badge. Any violations should be reported to Show Management immediately. Please refer to SECTION 7 "Advertising and Promotion kit" for official opportunities.

(22) **SMOKING POLICY**

Smoking is **NOT** allowed within any of the exhibit halls, meeting rooms or public lobby areas. According to Tobacco Hazards Prevention regulation, one who smokes in non-smoke area will be fined up to NT$10,000.

(23) **SOLICITING EMPLOYMENT**

Show Management does not provide an area for listing employment opportunities. Exhibitors are not allowed to advertise or solicit employment opportunities outside of their booth. Employment opportunity advertisements will not be accepted in the Event Directory. Exhibitors are only allowed to solicit employment at SEMICON Job Fair. Any other recruitment outside the Job Fair is not allowed.

(24) **SOLICITING EXHIBITORS**

Solicitation of exhibitors is prohibited and could result in removal from the exhibit floor.

(25) **USE OF SPREADER PLATES / FLOOR LOADING**

Spreader plates are necessary if the static display exhibit exceeds the stipulated floor loading of 1.5 ton / sq. m The Exhibition Hall Safety Engineer has the final authority on this matter. These spreader plates must be arranged in advance with the Official Freight Forwarder (see SECTION 4).

(26) **TRUCK PERMIT**

Any truck entering the hall must pay a deposit of NT$1,000. If the vehicle leaves within 1 hour, the deposit will be returned. Otherwise, a fee of NT$200 will be deducted for the first two hours.

(27) **ADHERENCE TO COPYRIGHT PATENT LAWS**

It is strictly forbidden to infringe patents rights, logos, intellectual property rights or operation know-how of other companies. Intentional violators confirmed by court will be removed immediately from exhibition, confiscated all payable fees and prohibited from participating for the next year.

I. Steps of action will be taken for any conflicts in regards to this matter:
II. Victim of intellectual infringement will be determined by court.
III. Victim of copyright will be determined by copyright jury and panel.
IV. The accuse product will be sent for investigation and definition for confirmation.
V. Exhibitor will be fully responsible for cause of any loss or damages.

(28) **VENUE & SHOW DATES CHANGE**

The Show Management reserves the right to change the venue and date of the Exhibition under certain circumstances. In the event of a change of venue and/or date, or cancellation of the Exhibition, the Exhibitors shall not be entitled to any claim for compensation in connection with the booking of participation.

SHOW MANAGEMENT RESERVES THE RIGHT TO PURSUE ANY ACTION IT DEEMS NECESSARY IN THE BEST INTEREST OF THE EXPOSITION AND IN FAIRNESS TO ALL EXHIBITORS.

8. Exhibitor Responsibilities & Liabilities

(1) AMENDMENTS / GENERAL SUPERVISION

All exhibit matters and questions not covered by these rules and regulations are subject to the decision of SEMI Show Management. These rules and regulations may be amended at any time by SEMI and all the amendments that may be so made shall be equally binding to/on all parties affected by them as they are by the original rules and regulations. In the event of any amendment or addition to these rules and regulations, written notice will be given by SEMI to such exhibitors as may be affected thereby.

SEMI SHOW MANAGEMENT RESERVES THE RIGHT TO REJECT, OR PROHIBIT, WHOLE OR IN PART, OR ANY EXHIBITOR AND HIS REPRESENTATIVES, BASED SOLELY ON ITS JUDGMENT, DISCRETION, AND AUTHORITY. PLEASE REFER TO YOUR SEMICON EXHIBIT SPACE APPLICATION / CONTRACT FOR ADDITIONAL RULES AND REGULATIONS.

(2) BADGES

All persons on the premises must wear a badge during set-up, exhibit and dismantle days. The primary exhibit contact is responsible for his/her workers and staff wearing the proper badge. Refer to SECTION 5 for further instructions on ordering badges.
Each decoration contractor must wear on “service pass” which issued by Taipei World Trade Center, so that the staff can enter the exhibition hall. Please contact TWTC exhibition management to register and hand-in deposit. (Exhibition management office located at 2nd floor of exhibition hall, Tel: 886.2.2725.5200 x2276 or 2688). Please refer to SECTION 2 Rules and regulations for more details.

(3) DEFAULT IN OCCUPANCY

Any exhibitor failing to occupy contracted space is not relieved of the payment of the full rental of such space. All display systems and equipment/products must be installed and completed before the exhibition opens. Unoccupied space may be repossessed by Show Management for such purpose as it may see fit. Failure to notify SEMI Show Management of cancellation in advance will cause exhibitor to lose priority for exhibit space.

(4) EXHIBITOR LIABILITY

The exhibitor assumes full financial liability for damage to the facility or neighboring exhibits caused by the construction of the exhibitor’s booth structure. The exhibitor may not apply paint, lacquer, adhesives or other coating to building columns, walls or floors.
In the event any part of the exhibit hall is destroyed or damaged so as to prevent SEMI from permitting an exhibitor to occupy assigned space during any part or the whole exhibition period; or in the event where occupation of assigned space during any part or the whole exhibition period is prevented by strike, acts of nature, national emergency, or other cause beyond the control of SEMI; the exhibitor hereby waives any claim against SEMI beyond a refund of rent paid for the period it was prevented from using the space, less a proportionate share of the exposition expenses incurred by SEMI.
In addition to the Rules and Regulations listed on the back of the exhibit space application / contract, the SEMICON® rules and regulations have been established in consideration of all participants (exhibitors, attendees, service contractors, building management, and Show Management) and apply to all participants throughout the show.

(5) GENERAL SECURITY

SEMI will provide general perimeter exhibit security in the facility during set-up, exhibit days and dismantle days; however, the primary responsibility for safeguarding your exhibit and merchandise is yours. Remember that set-up and dismantle periods are particularly sensitive times when thefts (especially handbags and laptop computers) are most likely to occur. Do not leave your booth unattended during those times.

(6) LIMITATION OF LIABILITY / INSURANCE

SEMI would like to remind the exhibitor of the limits of liability as agreed to on the back of the original signed application/ contract for exhibit space.

(7) RESELLING / USE OF SPACE

The exhibitor cannot assign, sublet or resell; in whole or in part, their contracted space. The contracted exhibitor may share this space with affiliated co-exhibitors, providing the co-exhibitors comply with all exhibitor conditions and rules and regulations; however, the contracting Exhibitor shall continue to be primarily liable for all financial and performance covenants.
Contracted exhibit space **MUST** appear as one unified booth. All booths **MUST** be staffed during exhibition hours.

(8) THEFT / DAMAGES

Report thefts or damages immediately to booth Security and Show Management.

While SEMI Show Management will exercise reasonable care in safeguarding your property, neither Show Management, the facility, the security contractor, the general contractor, nor any of their officers, agents or employees assume any responsibility for such property. Exhibitors should therefore include or have a rider attached to their insurance policies covering the shipment of merchandise to the exposition, the exposition period, and return of their merchandise to their home base.

(9) VIOLATIOINS AND PENALTIES

SEMI Show Management may, at its discretion, eliminate or reduce priority points for violation of these rules and regulations. In addition, substantial violation of these rules and regulations by the exhibitor, its employees, or agents may, at the option of Show Management, forfeit the exhibitor's right to occupy exhibit space and such exhibitor shall forfeit to SEMI all moneys paid or due.
It is to your advantage to contact SEMI Show Management prior to arriving on-site with any questions. Failure to comply with the exposition rules will result in the following loss of priority points. If not corrected by the end of:

Set-up Period	+10%	reduction
1st Exhibit Day	+10%	additional reduction
2nd Exhibit Day	+10%	additional reduction
3rd Exhibit Day	+10%	additional reduction
Total	40%	possible reduction of priority points

Upon evidence of substantial violation, SEMI may enter and take possession of the space occupied by the exhibitor and may remove all persons and goods at the exhibitor's risk. The exhibitor shall pay all expenses and damages that SEMI may thereby incur.

The organizer reserves the right to take actions should contractors violate terms and regulations.

Water and electricity power cut off.

Suspension to exhibit at own cost.

Prohibited to participate the show for two years.

Should contractors violate the above mentioned regulations, TAITRA reserves the right to exercise the below:

Smoking within premises - according the Smoking Law, smoking within prohibited premises can be fined at a maximum fee of NT$ 10000.

Other violations may be fined between NT$ 2000 ~ NT$ 5000 per violation; major incidents caused due to violations can be fine at a maximum of NT$ 20000 per incident.

Show Ground Management to photograph and suspend all actions and eviction.

Violators failing to improve may result in immediately removal at own cost.
Actions will be taken according to incidents; contractors violating serious regulations may be prohibited to perform any contracting projects for two years.

SHOW MANAGEMENT RESERVES THE RIGHT TO PURSUE ANY ACTION IT DEEMS NECESSARY IN THE BEST INTEREST OF THE EXPOSITION AND IN FAIRNESS TO ALL EXHIBITORS.

SECTION 3 ：DECORATING & RENTAL

1. Decorated & Raw Space
2. Tables & Chairs
3. System Furniture
4. Lightings

1. Decorated & Raw Space

(1) OFFICIAL DECORATOR & ELECTRICAL CONTRACTOR

The Official Decorator and Electrical Contractor appointed by SEMI for SEMICON Taiwan 2015 is
PICO International Taiwan Co., Ltd..
3F-1, No. 343, Sec. 5, Nanking East Road, Taipei 105-69, Taiwan
Fax: 886.2.2766.6900 / 886.2.2753.3613
Tel: 886.2.2753.5990
1F- Ms. Nadear Hsu, ext. 110 / Email: semicon.tw.1@tw.pico.com
4F- Ms. Rae Lin, ext. 112 / Email: semicon.tw.4@tw.pico.com

(2) DECORATED BOOTH SPACE FOR BOOTH

Decorated Booth Space, consisting of a shell scheme, includes the following (per 3 m x 3 m booth):

I. Rear and Dividing Walls
   2.5 meters high walls, with 3 meters wide panels painted white (per side), set in aluminum.
II. Fascia
   The fascia is approximately 300 mm (11.8 inches) deep with in-fill panel of 200 mm (7.8 inches) and runs the length of the aisle faces, with white upper case lettering.
III. Floor Covering
   Flooring covering will be grey needle punch carpet laid directly on the floor.
IV. Electrical Items and Furniture
   i. One (1) information counter (1000 Length x 500 Width x 750 Height) mm
   ii. Two (2) folding chairs
   iii. Three (3) 100W spotlights
   iv. One (1) 5 amp / 110V single phase socket
   v. One (1) wastepaper basket

(3) REFER TO THE DECORATED SPACE DIAGRAM ON FORM 1 OF SECTION 8

Exhibitors with Decorated Space are not allowed to paint or wall paper the shell scheme booth panels. Contact PICO International Taiwan Co., Ltd. to order a different color or type of floor covering- an additional cost will be applied. No additional booth fitting or display may be attached to the shell scheme structure. No nailing or drilling is allowed. Exhibitors requiring assistance in hanging or displaying their exhibits may contact PICO International Taiwan Co., Ltd. Exhibitors are responsible for the cost of restoring any damage or dilapidation to the booth structure, floor covering, light fitting, or any part thereof, caused by themselves, their agents, or by any person employed or engaged on their behalf.

(4) RAW BOOTH SPACE

Raw booth space is the rental of floor space only. It does not include any utilities, services, walls or furnishings. The contractor of the exhibitor's choice may construct raw space. Due to maximum height limitations in the exhibit hall, it is very important that you read the Rules and Regulations in SECTION 2. Exhibitors may find it easier and more cost effective to purchase a decorated shell scheme through SEMI. Please contact SEMI or refer to your application for further information on standard decorated packages.

(5) ADDITIONAL RENTAL FURNITURE

In addition to items provided in the basic Shell Scheme Booth, exhibitors may require additional furniture/electrical items which can be supplied on rental basis by PICO. Please complete Form2 of SECTION 8 and return promptly to PICO International Taiwan Co., Ltd.

(6) ORDER EARLY TO SAVE MONEY

Please note that the discount deadline for all PICO orders is August 5, 2015.
To save money and avoid surcharge for late orders, please place your orders before the deadline.

2. Tables & Chairs

桌椅 Tables & Chairs

pico Total Brand Activation

F1
Folding Chair (Black)
折椅 (黑)

F2
Folding Chair (Gray)
折椅 (灰)

F3
Arm Chair-Fabric Cushion
布質扶手椅

F4
Silver Chair
銀色洽談椅

F5
Vogue Chair (White)
時尚椅 (白)

F6
Acrylic Chair (White)
壓克力椅 (白)

F7
Island Chair (White / Black)
捷思椅 (白 / 黑)

F8
Silver Bar Stool
創意吧椅

F9
Funny Bar Stool
造型吧椅

F10
Air Lift Bar Stool
氣壓式吧椅 (白)

F11
Glass Round Table
75Φ ×75cmH
玻璃圓桌

F12
Round Table
75Φ ×75cmH
會議圓桌 (白)

F13
Bar Table
60Φ ×103cmH
雙層吧桌

F14
Air Lift Bar Table
60Φ ×90cmH
氣壓式吧桌 (白)

F19
Catalogue Holder
型錄架

F15
Sofa (Square)
45W ×45L ×40cmH
方型沙發

F16
Sofa (Rectangular)
45W ×180L ×42cmH
長條型沙發

F17
Barricade
圍欄

F18
Wastepaper Basket
垃圾桶

3. System Furniture

pico Total Brand Activation

系統家具 System Furniture

F20
Rectangular Table
(150×74×75cmH)
會議長桌

F21
Square Table
(70×70×75cmH)
方桌

F22
Information Counter
(100×50×75cmH)
服務台

F23
Lockable Cupboard
(100×50×75cmH)
可鎖櫃

F24
Display Cube
(100×50×75cmH)
長方形展示台

F25
Square Display Cube
(50×50×75cmH)
方形展示台

F26
Triangular Display Cube
(50×50×75cmH)
三角形展示台

F27
Quadrant Display Cube
(50×50×75cmH)
¼ 圓形展示台

F28
Two-tier Display Counter
(100×50×50 / 100cmH)
階梯形展示台

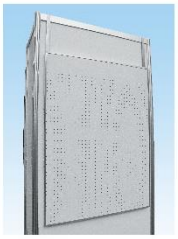
F29
Low Glass Showcase
(100×50×100cmH)
玻璃矮櫃

F30
Tall Glass Showcase
(100×50×200cmH)
玻璃高櫃

F31
Wooden Shelf (Flat/Slope)
(100×30cm)
層板 (平 / 斜)

F32
Glass Shelf (Flat/Slope)
(100×30cm)
玻璃層板 (平 / 斜)

F33
Pegboard
(100×250cmH)
洞洞板



F34
Pegboard (Small)
(90×90cmH)
小洞洞板

F35
Grid/Wire Mesh (Small)
(90×90cmH)
小鐵網

F36
Hook for pegboard
(5cm/10cm/15cm)
掛勾

F37
Hook for grid/wire mesh
(5cm/10cm/15cm)
掛勾

F38
Folding Door
(100×250cmH)
折門

F39
Lockable Door
(100×250cmH)
可鎖木門

4. Lightings

燈具 Lightings

pico Total Brand Activation

E1
18W Spotlight
18W 投光燈

E2
18W Long Arm Spotlight
18W 長柄投光燈

E3
Fluorescent Tube
日光燈管

E4
18W Downlight
18W 嵌燈

E5
300W Spotlight
300W 投光燈

E6
300W Long Arm Spotlight
300W 長柄投光燈

E7
Power Socket
插座

E8
Refrigerator (Small)
47×49×74cmH (80liter)
冰箱（小）

P1
Plants (Medium / Small)
盆栽 (中 / 小)

F40
Water Dispenser
飲水機

SECTION 4 ：FREIGHT HANDLING

1. General Shipping Information

2. Shipping Instructions of Trans-Link Exhibition Forwarding Ltd.

3. International Shipping Instructions of TWI Global Exhibition Logistics

1. General Shipping Information

HALL SPECIFICATION
Following are important details regarding TWTC Nangang Exhibition Hall specifications. It is important that exhibitors note the following weight limits and dimensions and plan their intended shipments accordingly:

TWTC Nangang Exhibition Hall
Floor Loading: 1F: 5 tons / sq. m; 4F: 2 tons / sq. m
Size of Cargo Doors (W x H): 1F: I Area: 9.9x5m / J Area: 11.6x 4.5m / K Area: 10x5m
4F: L Area: 11x4m / M Area: 11.9x 8.5m / N Area: 10.1x4m
Booth Height Limit: 2.5 meters

OFFICIAL FREIGHT FORWARDER
SEMI has appointed Triumph Trans-Link Logistics Co., Ltd. as the official freight forwarder and TWI Global Exhibition Logistics as the official freight forwarder in the region of USA for SEMICON Taiwan 2015. A copy of the Shipping Manual is included in this section of the manual. While these companies are official, they are not exclusive. Exhibitors may use any freight forwarder they choose; however, SEMI strongly recommends using an official freight forwarder.

ON-SITE FREIGHT HANDLING
Triumph Trans-Link Logistics Co., Ltd. has also been appointed as the **EXCLUSIVE** on-site handling agent for the event. While exhibitors may use any forwarder of their choice to transport exhibition materials to the show, Triumph Trans-Link Logistics Co., Ltd. is the **ONLY** freight hander allowed to transport materials on the show floor.

SHIPPING ADDRESS
The address below should be used for sending your exhibits directly to Taiwan either by air or sea freight. Shipments will be accepted for moving into the hall on Sunday, August 30, 2015. It is recommended that your shipment be consigned through Triumph Trans-Link Logistics Co., Ltd. as they are authorized to make the customs clearance for exhibits under temporary import exhibition cargo. If you use other channels to send the cargo to Taiwan, **please note that your freight forwarder must clean your exhibit material through customs before arriving at TWTC**.

WAIVER of the HEAVY LIFT SURCHARGE
In order to encourage the exhibitors to ship the big and new equipment for SEMICON Taiwan 2015, the waiver of the heavy lift surcharge is confirmed available for the companies using Translink's shipping services. (Original heavy lift surcharge: USD 20 / every 1,000 KG if the weight is over 2,000 KG). For more details, please contact: Ms. Frances Lin at Tel: 886.2.2581.1133x101 / Email: frances@trans-link.com.tw

Shipping Address:

SEA / AIR FREIGHT CONSIGNMENT
CONSIGNEE:
Triumph Trans-Link Logistics Co., Ltd. Room 5-2, 5FL, No. 99, Chung Shan North Road, Sec. 2, Taipei, Taiwan FOR: SEMICON® TAIWAN 2015 NAME OF EXHIBITOR: BOOTH NO:
NOTIFY PARTY:
Triumph Trans-Link Logistics Co., Ltd. Room 5-2, 5FL, No. 99, Chung Shan North Road, Sec. 2, Taipei, Taiwan TEL:886.2.2581.1133 x101 FAX:886.2.2581.9635 ATTN: Ms. Frances Lin

2. Shipping Instructions of Triumph Trans-Link Logistics Co., Ltd.

SEMI has appointed **Triumph Trans-Link Logistics Co., Ltd.**(Taiwan) and TWI Exhibition Logistics(USA) as the Official Freight Forwarders for SEMICON Taiwan 2015.

Trans-link has also been assigned as the official freight forwarder who is permitted to work inside the Exhibition Hall and operate lifting equipment.

TWI has been appointed as the Official Transportation coordinator of equipment and display materials for United States of America exhibitors participating at the SEMICON Taiwan 2015 exhibition.

Exhibitors are encouraged to use the Official Freight Forwarder.

1. CONSIGNMENT OF EXHIBITS/MATERIALS INTO TAIWAN

To ensure that your exhibit materials imported into Taiwan are customs-cleared and delivered to your stand in Time, the following must be adhered to:
All shipment must be consigned as follows if they are being handled by the Official Freight Forwarders, Trans-Link or TWI.

Consignee: Triumph Trans-link Logistics Co., Ltd.
Room 5-2, 5th Floor
No. 99 Chung Shan North Road
Sec. 2, Taipei, Taiwan
For SEMICON Taiwan 2015
Name of Exhibitor :
Booth No :

Notify: Triumph Trans-link Logistics Co., Ltd.
Address as above-mentioned
Tel: 886.2.2581.1133 x101
Fax:886.2.2581.9635
Attn: Ms Frances Lin

DO NOT CONSIGN SHIPMENT TO YOUR COMPANY'S NAME, THE EXHIBITION, THE VENUE OR SEMI.
If you have further inquiries, kindly contact the numbers on 886.2.2581.1133x101 or E-mail:frances@trans-link.com.tw

2. FREIGHT HANDLING / DELIVERY AND REMOVAL OF EXHIBITS

The Official Freight Forwarders of their agents will make contact with each exhibitor regarding documentation procedures and deadlines for shipping exhibits.
Please ensure that all exhibits and displays are sufficiently insured for all the stages of the Exhibition, and that all exhibits and displays are properly packed and crated with shock absorbing materials to prevent damage caused in transit and during delivery to stands and vice-versa on-site.

I. Lifting and Handling On-site

Trans-Link is the **ONLY** official on-site installation contractor permitted to operate lifting equipment inside the Exhibition Hall. Any forwarder may deliver to the door of the Hall, but Trans-Link must handle it from the freight entry up to Exhibition stand, unless the items/s can be hand-carried by one (1) man or per package within 50cm (L) × 50 cm (W) × 50 cm (H) and not exceed 50 kgs. **This regulation will be strictly enforced and is necessary for reasons of safety, insurance and control/co-ordination of in-hall movements.**

II. Local Deliveries and Hand-carried Items

Exhibits should not be sent to the Exhibition Hall until the stand construction has progressed sufficiently to receive them (see the Timetable of Operations in SECTION 1). The exhibitor and/or his representative must be present at his own stands to accept delivery of freight. SEMI will not accept any delivery on behalf of the exhibitor, nor can we be responsible for any failures in delivery. SEMI will not be responsible for the safe-keeping of items which arrive in advance of the exhibitor's staff.

It is recommended that a representative of the exhibitor, who is authorized to make decisions, should be available on **September 02, 2015** to facilitate any last minute requirements. This representative should also be present earlier if required to hand over or receive goods from the Official Freight forwarders to avoid any loss or damage.

Access to the Exhibition site is restricted. Exhibitors must ensure that the deliver, Loading and unloading of goods is via the bay designated by the Official Freight Forwarders. Vehicles at these loading/unloading bays will be under the supervision and direction of Trans-Link and the Hall Owner/Exhibition Security Officers, who will see that the operation is carried out smoothly.

III. Delivery of Exhibits during Build-up

Exhibits requiring mechanical assistance must be handed over to the Official Freight Forwarder at the loading / unloading bay. Exhibitors using their own freight forwarder to these areas are requested to submit their details to either Trans-Link (FORM 6A) or TWI (FORM 6B) in order to facilitate Co-ordination.
To avoid congestion in-hall, only small items and/or goods that can be taken out of their cases without risk of damage to the floor and Hall should be unpacked inside the Exhibition premise. For major items, exhibitors should arrange with the Official Freight Forwarder to unpack away from the Exhibition premises and bring these items to the stand for positioning. Exhibits should only be sent into the exhibition Hall when the stand construction has progressed sufficiently to receive them. The exhibitor and/or his representative must be present at his own stand to accept delivery of freight/exhibits. SEMI will not accept any delivery on behalf of the exhibitor, nor can we be responsible for failure in delivery, nor safe-keeping of items which arrive in advance of the exhibitor's staff.

IV. Delivery of Exhibits during Exhibition Days

Removal or delivery of exhibits and other Exhibition stores **WILL NOT BE PERMITTED DURING EXHIBITION OPENING HOURS.** Such removal, delivery or replenishment of stock may only be carried out before opening hours in the morning or after closing time in the evening September 3, 2015. No delivery will be permitted after **10:00 hours** (half an hour before Opening Ceremony), when guests will start arriving for the Opening Ceremony.

V. Removal of Exhibits

Should exhibitors and their contractors/agents/suppliers wish to remove any items from the Hall, a "Merchandise & Equipment Pass" must be obtained from the Show Management Office on-site. This applies to the build-up, break down and Exhibition days. Use of these passes enables SEMI to work with security to help protect all exhibitors against theft. The pass, after having been signed by Show Management, is presented by the exhibitor to the guard at the hall entrance who will then allow the exhibitor to exit with those items listed on the pass.
In order to reduce the possibility of theft, all valuable and portable items/exhibits must not be left unattended and must be removed from the Hall on the evening of **September 4, 2015**. Exhibitors are strongly advised to ensure that at least one member of their staff is on-site to supervise and co-ordinate the re-packing and removal of their exhibits. Dismantling of some stand will commence on the evening of **September 4, 2015**. All items/exhibits must be removed by the respective timings stated in the "Timetable of Operations" on SECTION 1.
Please ensure that all your exhibits and displays are properly and handed over to your agents, Contractors before leaving the Exhibition Hall.

3. STORAGE OF MATERIALS

SEMI is unable to provide in-hall storage facilities for packing cases, surplus materials or other property of the exhibitor, Arrangements for safe-keeping of such items must be made with the Official Freight Forwarder. The Fire Marshal's regulations prohibit surplus stores being placed behind perimeter stand and service access areas, other than these equipment needed to run the Exhibition, and that provided by the Official Contractor.

SECTION 5：REGISTRATION

1. Badge Regulation

2. Exhibitor Badge Ordering Information

1. Badge Regulation

(1) ADMISSION

I. Exhibitors

Exhibitors are allowed to gain hall access one hour before exhibition opening and half an hour after exhibition closure each day in order to service their booths. For exhibitors who wish to extend the hours, kindly approach the Show Management Office (SMO) to apply for the extension.

II. Visitors

Visitors must register either online or onsite to obtain a visitor badge. Only those related to the industry will be considered trade visitors. Online registration opens on June 24.

III. Contractors

All contractors, other than the Official Contractors, are required to sign an undertaking guaranteeing their observance of the regulations laid down by the Organizer.
If a contractor has a valid reason to be present during the Exhibition period (e.g. maintenance or remedial purposes), a small number of special passes will be issued upon written request to SEMI Taiwan.

(2) ENFORCEMENT

Exhibit hall attendance is restricted to qualified exhibitors, attendees, and service suppliers as monitored by SEMI Show Management and Security. All representatives of the exhibiting company (including Exhibitor Appointed Contractors) must wear the official SEMICON® Taiwan badges while on the exhibit floor. Any person(s) on the exhibit floor not wearing a badge may be promptly evicted from the exhibit floor.

Exhibitor badges are not be issued to representatives of leasing companies, financial institutions, publishers, suppliers, vendors or others who wish to gain admittance for the purpose of making contact other than in your exhibit. Those receiving certification for a badge are to be in the space rented while on the exhibit floor and are not admitted for the purpose of viewing other exhibits, except by invitation of other exhibitors to visit their booths. The exhibiting company, its employees, agent and anyone claiming a right to be on the exhibit floor through the exhibitor, waives any right or claims for damages arising out of the enforcement of this rule.

Badges are not to be defaced and altered by inserting company cards. False identification as an exhibitor's representative, misuse of exhibitor's badges, or any other method or device used to assist unauthorized personnel to gain admittance to the exhibit floor is prohibited. It will result in removing the exhibitor and his representatives from the exhibit floor and/or banning them from future entrance on the exhibit floor without obligation on the part of SEMI for refunds of any fees. Any person on the exhibit floor who is not officially registered or who assists non-registered persons to gain access to the exhibit floor is in violation of the items specified in this manual and may be promptly evicted from the exposition.

Remember, on show days only, persons between the ages of 12-16 years of age are allowed on the show floor as long as an adult accompanies them with a badge. During set-up and dismantle hours, no one under 16 is allowed. Due to safety and insurance reasons, no one under the age of 12 will be admitted onto the show floor at any time.

2. Exhibitor Badge Ordering Information

1. DEADLINE DATE

All badge requests must be "submitted" by **Friday, August 14, 2015,** so that your badges can be available on-site for pick up starting at **Sunday, August 30, 2015.** After the deadline, please register on-site. **(Note: Advance exhibitor badge mailing will NOT be available.)**

2. EXHIBITING COMPANY ATTENDEE BADGES / VISITOR BADGE

If you need to apply badges for company employees who WILL NOT is working in the booth or your customers, you may apply a "visitor" badge. Visitor registration will be open starting on **June 24** at www.semicontaiwan.org under Visitors/ Register.

3. EXHIBITOR BADGE LIMITS

For Security reasons, each exhibiting company is allotted a limited number of badges. Exhibitors can apply up to 10 badges for each booth (9 sq.). The number of complimentary badges allocated will appear online.

PLEASE NOTE:

(1) If you have exceeded your complimentary badge allotment but need to register additional booth personnel, badges are available for purchase for NT$150 each.
(2) Please do not register your customers under your company exhibiting personnel.

4. EXHIBITOR BADGES

Company employees who will be WORKING in the booth during the exposition must have an exhibitor badge. The badge will give the exhibitor access to the exposition floor before, during and after exposition hours, as well as the set-up and dismantle period.

5. EXHIBITOR BADGING PROCEDURES

The following information will help you with ordering badges for your booth personnel. Take the easy road and apply your badges online! Exhibitor online registration will be open on June 24, 2015 at www.semicontaiwan.org.

Why should I apply my exhibitor badges online?

(1) It's faster! Online badge orders are directly entered into the registration system.
(2) It's accurate! You control how names are entered.
(3) Step-by-step instructions. Online ordering walks you through every step of the registration process to ensure that nothing gets missed.

Exhibit contacts will receive an email with badge ordering instructions. If you do not receive this document, please contact LEADEXPO at Ms. Doris Chiu, sales@leadexpo.com or Tel: 886.2.2729.9271

6. ON-SITE EXHIBITOR BADGE PICK-UP

Date	Time
Sunday, August 30, 2015	12:00 - 17:00
Monday, August 31, 2015	09:00 - 17:00
Tuesday, September 1, 2015	09:00 - 17:00
Wednesday, September 3, 2015	08:00 - 17:00
Tuesday, September 4, 2015	09:00 - 17:00
Friday, September 5, 2015	09:00 - 15:00

SECTION 6 ：ORDER FORMS

1.	Form 1	:	Fascia Name of Decorated Space
2.	Form 2	:	Furniture Rental
3.	Form 3	:	Electrical / Water & Drainage / Compressed Air Service Rental
4.	Form 4	:	Telephone / Internet Rental
5.	Form 5	:	Audio / Visual Equipment / Computer Rental
6.	Form 6A	:	Freight Instructions- Triumph Trans-Link
	Form 6B	:	Freight Instructions- TWI
7.	Form 7	:	Hotel Reservation Form
8.	Form 8	:	Exhibitor Appointed Contractor (EAC)& Booth Construction Assurance
9.	Form 9	:	Application for Usage of the Promotional Balloon
10.	Form 10	:	Application for Construction & Booth Construction Assurance of Two-Story Booth
11.	Form 11	:	Architect Confirmation of Two-Story Booth Design
12.	Form 12	:	Application for Construction & Booth Construction Assurance of Booth Structure Exceeding 4 Meters
13.	Form 13	:	Architect Confirmation of Booth Structure Exceeding 4 Meters
14.	Form 14	:	LEAD Retrieval Scanner Rental
15.	Form 15	:	Temporary Staff Request Form
16.	Form 16	:	Merchandise / Equipment Pass

SEMICON® Taiwan2015

September 2-4 TWTC Nangang Exhibition Hall, Taipei

without limits.

SEMICON® Taiwan 2015
Event Marketing / Advertising Opportunities

We help you to spread and reinforce your sales message
SEMICON Taiwan attracts the most influential and important buyers. We offer a variety of advertising and promotion opportunities to help achieving your business objectives as below:

- Seek Decision Makers
- Stand out in the Crowd
- Maximize Media Exposure
- Bring Traffic to Your Booths
- Highlight New Products & Technologies
- Branding and Marketing
- More information please contact SEMI Taiwan

call

Ms. Ana Li
Tel: 886.3.560.1777 ext. 101
Email:ali@semi.org

GALA DINNER

A special opportunity to build relationship and enhance the sponsor's high-visibility and recognition on onsite signage, invitation and web site. Over 500 VIP invitees include semiconductor/hi-tech industry prominent executives.

- Premier Sponsor(Exclusive) - **NT$2,310,000**
- Platinum Sponsor - **NT$378,000** (non-exhibitors 420,000)
- Gold Sponsor - **NT$220,500** (non-exhibitors 262,550)
- Silver Sponsor - **NT$115,500** (non-exhibitors 157,500)
- Cocktail Sponsor - **NT$ 252,000** (non-exhibitors 294,000)
- Table Purchase - **NT$ 34,650** / per Table (non-exhibitors 38,850)

PROGRAM & CONFERENCE

There are a series of programs and technical courses to share the latest technology and market information at SEMICON Taiwan 2014. Welcome to be the sponsor and enhance your company branding image toward more than 4,000 participants from all over the world.

More information please contact SEMI Taiwan

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OUTDOOR ADVERTISING

A big and eye-catching Ad spaces outside the TWTC Nangang Exhibition Hall are guaranteed to attract the attention of the target groups.

North Side Billboard

NT$294,000

1420cm(W) X 1200cm(H) / Each

Sponsor:1

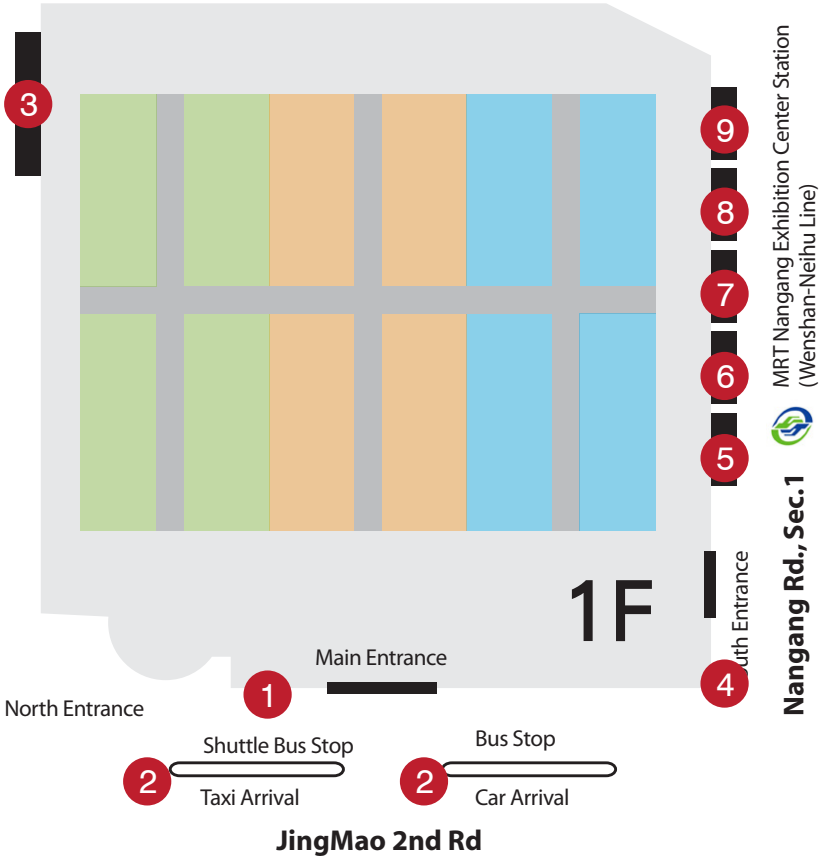
(Location3)

South Side Billboard

NT$210,000

1300cm(W) X 600cm(H) / Each

(Location4,5,6,7,8,9)



Traffic Lane Banner

(Exclusive)

NT$252,000

2950cm(W) X 93cm(H) / Each

4500cm(W) X 93cm(H) / Each

(Location2)

Main Entrance Banner

(Exclusive)

NT$262,500

770cm(W) X 90cm(H) ,

230cm(W) X 270cm(H)

(Location1)

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INDOOR ADVERTISING

A big and eye-catching Ad spaces indoor the TWTC Nangang Exhibition Hall are guaranteed to attract the attention of the target groups.

4F eBanner –
Visitor Entrance L / N Area

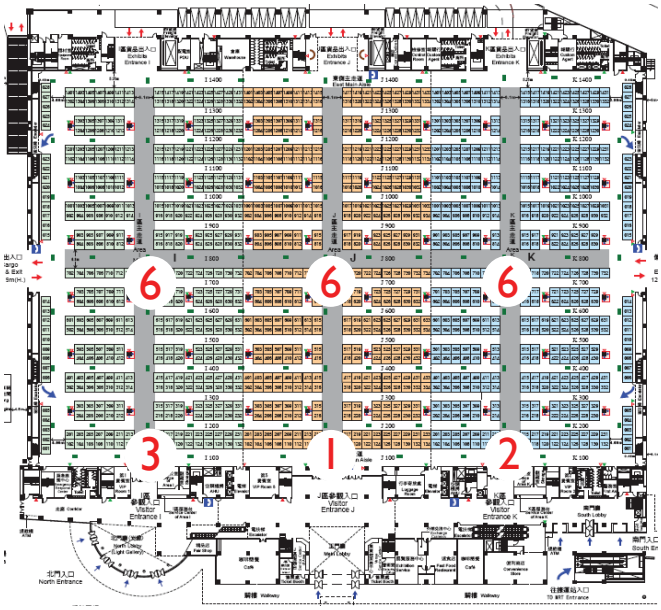
NT$52,500 / Each

1920pixs(W) X 360pixs(H) /
Max. length 3 secs
(Location2,3)

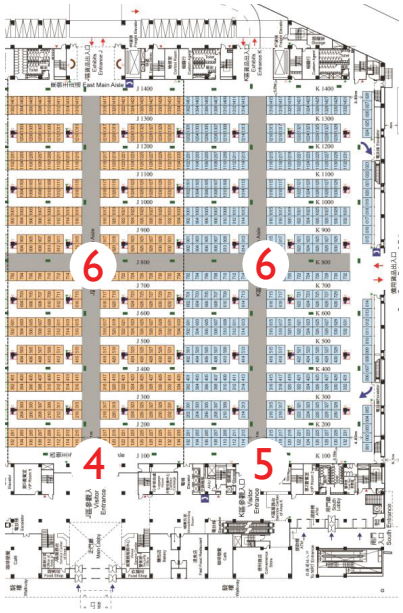
4F eBanner –
Visitor Entrance M Area

NT$84,000 / Each

3200pixs(W) X 360pixs(H) /
Max. length 10 secs
(Location1)



Nangang Exhibitor Hall 4F



Nangang Exhibitor Hall 1F

4F eBanner –
Visitor Entrance K / N Area

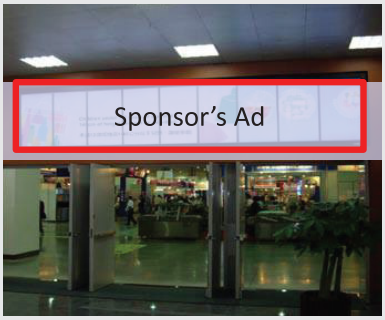
NT$ 52,500/ Each

2304 pixs(W) X680 pixs(H)
Max. length 6 secs
(位置5)

4F Direction Sign

NT$105,000 / Each

90cm(W) X 250cm(H)
(Location1)



4F eBanner –
Visitor Entrance J Area

NT$ 84,000/ Each

3456pixs(W) X680pixs(H)
Max. length 18 secs
(Location4)

SEMICON® Taiwan 2015
Event Marketing / Advertising Opportunities

Hsinchu – Taipei SHUTTLE BUS

NT$31,500 / Each bus

- For three consecutive days, buses will operate in early morning until afternoon, transporting visitors between Hsinchu and Exhibition Hall.
- Strategically position sponsor's branding onboard an official Shuttle Bus and be one of the first and last companies an attendee sees each day.
- Sponsor Company brochure will be provided by bus attendants, and it's a great opportunity to provide the company introduction onboard.

VISITOR LANYARDS

1.5cm wide :NT$346,500 / 2.5cm wide :NT$388,500

Limited to 2 companies, a total of 20,000 (includes production fee)

These lanyards are imprinted with your company name - blanket the show floor with your brand.

ATTENDEE BADGE INSERTS

NT$210,000(Exclusive), a total of 20,000 (includes production fee)

Name badge inserts stand up behind the required visitors' name badge.

ATTENDEE SHOW BAGS

NT$157,500 / Each, limited to 2 companies (NOT include production fee)

Attendees seek out the Show Bag to carry the information they collect at SEMICON Taiwan — making the Official Show Bag the most popular item at the show.

SEMICON® Taiwan2015

September 2-4 TWTC Nangang Exhibition Hall, Taipei

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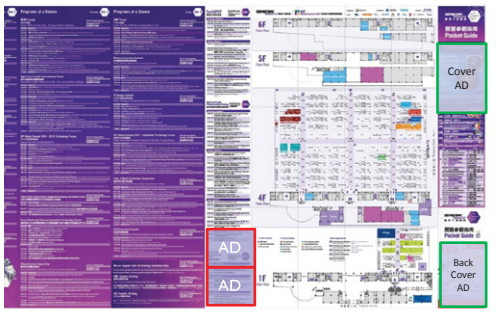
SEMICON® Taiwan 2015
Event Marketing / Advertising Opportunities

ATTENDEE BOTTLE WATER

NT$231,000 / Each, limited to 2 companies (includes production fee)

The most friendly sponsorship item. Your company logo or image will be displayed on the bottle water. All the attendee will received your warmest greeting at each main entrance!



POCKET GUIDE

A total of 18,000 copies

Cover and Back Cover are the most eye-catching spots which only limited to 2 sponsors. The sponsor logo will also be highlighted on the map. Inside page Ads are listed aside the map. Highlight your company logo/product and booth number and let visitor find you easier!

- Cover page (8.6 x14 cm) - NT$105,000/Each，limited to 2 companies
- Inside page (8.6 x 5 cm) - NT$42,000/ Each，limited to 10 companies

SEMICON TAIWAN MASCOT – JING-JING

NT$52,500 up

JingJing, the most popular star on the show floor at SEMICON Taiwan! There are many JingJing's sponsorship items available to brand your company's message. With JingJing's blessing, will allow your company to be best-known in the exhibition!

PROGRAM & CONFERENCE

More information please contact SEMI Taiwan

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TechXPOT

Reply Form

Reply Due：July 17, 2015

1. Time Slot: Please prioritize the top three time slots

Date	Sep. 2	Sep. 3	Sep. 4
Time	High-Tech Facility Pavilion Presentation	□ 10:30 – 11:00	High-Tech Facility Pavilion Presentation
		□ 11:00 – 11:30	
		□ 11:30 – 12:00	
		□ 14:00 – 14:30	Material Pavilion Presentation
		□ 14:30 – 15:00	
		□ 15:00 – 15:30	
		□ 15:30 – 16:00	
		□ 16:00 – 16:30	

2. Presentation Information

Topic: _____

Speaker: _____

Language: _____

*This information above will be used in the promotions if submitted by **July 31 , 2015**

3. Contact Information

Company:	Booth No
Company Address	
Contact Name	Telephone
E-mail	
Show-site Contact Name	Cellphone on Show-site

If you have any further questions, please contact SEMI Taiwan / Lynn Yeh +886.3.560.1777x312 or Email: staiwan2@semi.org

TechXPOT
Payment information

Fee : (The price includes 5% VAT)

- ☐ SEMI Member Exhibitors: NTD 52,500 (USD 1,750)
- ☐ Non-Member Exhibitors: NTD 84,000 (USD 2,800)
- ☐ Non-Exhibitors: NTD 168,000 (USD 5,600)

Total:_____

Signature _____

※ Cancellation Policy:
Cancellations on or before July 31, 2015 are subject to a 20% administrative fee. Cancellations received after July 31, 2015 will not be refunded, including no-show.

Methods of Payment

USD only

☐ Check Enclosed

Beneficiary: SEMI

Mailing Address: 3081 Zanker Road,

San Jose, CA 95134, USA

☐ Wire Transfer

Beneficiary: SEMI

Account No.: 4277-159497

Paying Bank: Wells Fargo Bank

ABA No: 121000248

Swift Code: WFBIUS6S

Bank Address: 420 Montgomery Street

San Francisco, CA 94104 USA

TWD only

☐ Check Enclosed

Beneficiary: SEMI Taiwan

Attn: Finance Department

Mailing Address: 11F-2, No. 1, Taiyuan 1st Street, JhuBei City, HsinChu County 30265, Taiwan, R. O. C.

☐ Wire Transfer

Beneficiary: SEMI Taiwan

Account No.: 5643-717-201996

Bank: Taiwan Cooperative Bank

H. S. I. P. Branch

Swift Code: TACBTWTP564

Bank Address: No. 1, Technology Rd.,

Science-Based Industrial Park,

HsinChu 300, Taiwan, R. O. C.

Email related materials or any further questions, please contact:

Ms. Lynn Yeh (SEMI Taiwan)

Tel: 886.3.560.1777 x312

Fax:886.3.560.1555

E-mail: staiwan2@semi.org